



AGENDA

CLOVIS CITY COUNCIL

Council Chamber, 1033 Fifth Street, Clovis, CA 93612 (559-324-2060)
www.cityofclovis.com

In compliance with the Americans with Disabilities Act, if you need special assistance to access the City Council Chamber to participate at this meeting, please contact the City Clerk or General Services Director at (559) 324-2060 (TTY – 711). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the Council Chamber.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall, in the City Clerk's office, during normal business hours. In addition, such writings and documents may be posted on the City's website at www.cityofclovis.com.

January 9, 2017

6:00 PM

Council Chamber

The City Council welcomes participation at Council Meetings. Members of the public may address the Council on any item of interest to the public that is scheduled on the Agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less, or 10 minutes per topic.

Meeting called to order by Mayor Pro Tem Whalen
Flag salute led by Councilmember Flores

ROLL CALL

PRESENTATIONS/PROCLAMATIONS

- A. Presentation of Plaques to outgoing Planning Commissioners Pam Kallsen and Vong Mouanoutoua.

PUBLIC COMMENTS (This is an opportunity for the members of the public to address the City Council on any matter within the City Council's jurisdiction that is not listed on the Agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less, or 10 minutes per topic. Anyone wishing to be placed on the Agenda for a specific topic should contact the City Manager's office and submit correspondence at least 10 days before the desired date of appearance.)

ORDINANCES AND RESOLUTIONS (With respect to the approval of resolutions and ordinances, the reading of the title shall be deemed a motion to waive a reading of the complete resolution or ordinance and unless there is a request by a Councilmember that the resolution or ordinance be read in full, further reading of the resolution or ordinance shall be deemed waived by unanimous consent of the Council.)

CONSENT CALENDAR Consent Calendar items are considered routine in nature and voted upon as one item unless a request is made to give individual consideration to a specific item. (See Attached Consent Agenda.)

1. PUBLIC HEARINGS

- A. Consider Approval – Res. 17-____, Authorizing a revised Neighborhood Park Deposit program within the Loma Vista Specific Plan area. (Staff: M. Harrison)
- B. Consider Approval of core area sewer major facilities fee reduction pursuant to Resolution 13-122, the City's Core Area Fee Reduction Program, for the proposed residential project located at the southwest corner of Santa Ana Avenue and Sierra Vista Parkway (Related applications GPA 2016-08 and R 2016-09 were heard and approved on November 14, 2016). (Staff: D. Kroll)
- C. Consider Approval - Res. 17-____, Adopting the City of Clovis Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP) and respective annexes. (Staff: C. Fitzgerald)

2. CITY MANAGER COMMENTS

3. COUNCIL ITEMS

- A. Council Comments

4. CLOSED SESSION

- A. Government Code Section 54956.8
 Properties: Parcels B, C, D, H & I of the Research and Technology Park at Temperance and Alluvial Avenues (A Portion of APN: 564-090-14T)
 Agency Negotiators: L. Serpa, A. Haussler
 Negotiating Parties: Henry Mata and Greyhawk, LLC
 Under Negotiation: Price & Terms

ADJOURNMENT

Meetings and Key Issues			
Jan. 17, 2017 (Tue.)	6:00 P.M.	Regular Meeting	Council Chamber
Feb. 6, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Feb. 13, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Feb. 21, 2017 (Tue.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 6, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 13, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 20, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 3, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 10, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 17, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber

CONSENT CALENDAR - Items considered routine in nature are to be placed upon the Consent Calendar. They will all be considered and voted upon in one vote as one item unless a Councilmember requests individual consideration. A Councilmember's vote in favor of the Consent Calendar is considered and recorded as a separate affirmative vote in favor of each action listed. Motions in favor of adoption of the Consent Calendar are deemed to include a motion to waive the reading of any ordinance or resolution on the Consent Calendar. For adoption of ordinances, only those that have received a unanimous vote upon introduction are considered Consent items.

A. CITY CLERK

- 1) Approval - Minutes for the December 12, 2016 Council meeting.
- 2) Adopt - Ord. 16-29, R2016-12, Rezone from the R-A (Single-Family Residential – 24,000 sq. ft.) Zone District to the R-1 (Single-Family Residential – 6,000 sq. ft.) Zone District. (Vote: 4-0)
- 3) Adopt - Ord. 16-30, R2013-03, A request to prezone from the County AE-20 Zone District to the R-1-PRD (Planned Residential Development) and P-F (Public Facilities) Zone Districts. (Vote: 4-0)
- 4) Adopt - Ord. 16-31, R2016-08, A request to rezone from the R-1-AH (Single Family Residential - 18,000 Sq. Ft.) Zone District to the R-1 (Single Family Residential – 6,000 Sq. Ft.) Zone District. (Vote: 4-0)

B. ADMINISTRATION

- 1) No items.

C. COMMUNITY AND ECONOMIC DEVELOPMENT

- 1) Approval – 2017 Street Closures Requests; and Approval – Res. 17-____, Declaring Certain Events as Old Town Special Events and Setting Precise Boundaries for Those Old Town Special Events.

D. FINANCE

- 1) Approval - Request to Approve the Renewal of the Union Bank Contract for Banking Services.
- 2) Approval – Res. 17-____, Request to Grant Authority for Additional Finance Department staff to transfer monies to and from the Local Agency Investment Fund and Rescind the Authority of Staff to Deposit or Withdraw Funds.

E. GENERAL SERVICES

- 1) Approval - Denial of Application to File a Late General Liability Claim by Donald Anderson.

F. PLANNING AND DEVELOPMENT SERVICES

- 1) Approval – Res. 17-____, Final Map for Tract 6128, located at the southeast corner of Locan and Teague Avenues (Wilson Premiere Homes).
- 2) Approval – Res. 17-____, Annexation of Proposed Tract 6128, located at the southeast corner of Locan and Teague Avenues to the Landscape Maintenance District No. 1 of the City of Clovis (Wilson Premiere Homes).
- 3) Approval - Final Acceptance for CIP 13-25, Shaw Avenue Street Improvements.

G. PUBLIC SAFETY

- 1) Approval - Res. 17-____, Amending the Fire Department Budget to reflect \$32,465 in grant funding awarded by the 2016 State Homeland Security Grant Program (SHSGP) to fund Fire Department equipment.

H. PUBLIC UTILITIES

1) No items.

I. REDEVELOPMENT SUCCESSOR AGENCY

1) No items.

CLOVIS CITY COUNCIL MEETING

December 12, 2016

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Magsig
Flag Salute led by Councilmember Ashbeck

Roll Call: Present: Councilmembers Ashbeck, Flores, Whalen, Mayor Magsig
Absent: None

6:04 - Presentation and Proclamation to outgoing Mayor Nathan Magsig

Mayor Pro Tem Bob Whalen presided over the presentation and recognition of outgoing Mayor Nathan Magsig.

6:24 - PUBLIC COMMENTS

6:25 - CONSENT CALENDAR

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, that the items on the Consent Calendar be approved. Motion carried by unanimous vote.

- A1) Approved - Minutes for the December 5, 2016 Council meeting.
- C1) Received and Filed – Business Organization of Old Town (BOOT) Second Quarter Report, October through December 2016.
- D1) Received and Filed - Investment Report for the month of September 2016.
- D2) Received and Filed - Treasurer's Report for the month of September 2016.
- E1) Approved – **Res. 16-176**, Amending the City's FY16-17 Classification Plan and Adopting Revisions to the General Services Director Classification.
- E2) Approved – **Res. 16-177**, Authorizing Amendments to the Battalion Chief Classification; and, Approval – **Res. 16-178**, Amending the City's Position Allocation Plan for FY16-17 in the Fire Department by Deleting One (1) Deputy Fire Chief Position and Adding One (1) Battalion Chief Position.
- E3) Approved - Claim Rejection of General Liability claim submitted on behalf for David and Gretchen Jessen.
- F1) Approved - Bid Award for CIP 14-14, Shepherd & N. Temperance Traffic Signal, and; Authorize the City Manager to execute the contract on behalf of the City.
- F2) Approved - Final Acceptance for CIP 13-18, SWTP Maintenance Building.
- H1) Approved – **Res. 16-179**, Declaring the City's Intent to Reimburse Expenditures Related to the Purchase of Police and Fire Vehicles from Tax Exempt Lease Purchase Financing and Authorize the City Manager to Sign the Lease Purchase Agreement and Related Documents, and Waive the City's Formal Bidding Requirements and Authorize the Purchase of Police and Fire Vehicles from Future Ford and Elk Grove Auto.
- H2) Received and Filed – Public Utilities Report for September 2016.

6:25 **ITEM 1A1** - APPROVED – AUTHORIZING THE CITY MANAGER TO EXECUTE AN REAL PROPERTY DEDICATION AGREEMENT BETWEEN THE CITY OF CLOVIS AND PRITPAUL KAUR REVOCABLE TRUST TO DEDICATE A PORTION OF PROPERTY OWNED BY THE PRITPAUL KAUR REVOCABLE TRUST ADJACENT TO THE LANDMARK COMMONS DEVELOPMENT AT NO COST TO THE CITY; AND **ITEM 1A2** - APPROVED – AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF CLOVIS AND DEBENEDETTO PROPERTIES, LTD. TO EXCHANGE PROPERTY AT THE LANDMARK COMMONS DEVELOPMENT; AND **ITEM 1A3** - APPROVED – AUTHORIZING THE CITY MANAGER TO EXECUTE AN MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CLOVIS AND THE CLOVIS VETERANS MEMORIAL DISTRICT TO CONSTRUCT ADDITIONAL PUBLIC PARKING ADJACENT TO THE LANDMARK COMMONS DEVELOPMENT; AND **ITEM 1A4** - APPROVED – AUTHORIZING THE CITY MANAGER TO EXECUTE AN MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CLOVIS AND SAINT AGNES MEDICAL FOUNDATION TO LEASE A PORTION OF THE TO BE CONSTRUCTED SENIOR ACTIVITY CENTER AT THE LANDMARK COMMONS DEVELOPMENT FOR A HEALTH CLINIC

Economic Development Director Andy Haussler presented a report on various agreements related to the Landmark Commons Development located near the northeast corner of Clovis and Third Avenues. On November 17, 2014 City Council approved the purchase of 755 Third Street, the project has become known as the Landmark Commons Project. The 5.7 acre site was determined to be ideal for siting of a new library, senior center, and transit hub. The property was acquired in the spring of 2015. Relocation of the existing tenants was completed by the end of summer 2015 and demolition occurred shortly thereafter. Concurrently staff began developing potential site plans, began the environmental review and entitlement process, conducted a request for proposal for architectural services, and developed partnerships to allow the project to come to fruition. The partnerships have resulted in memorandums of understanding and agreements for City Council's consideration that Andy Haussler summarized. There being no public comment, Mayor Magsig closed the public portion. Discussion by the Council.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to authorize the City Manager to execute a Real Property Dedication Agreement between the City of Clovis and Pritpaul Kaur Revocable Trust to dedicate a portion of property owned by the Pritpaul Kaur Revocable Trust adjacent to the Landmark Commons Development at no cost to the City. Motion carried by unanimous vote.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to authorize the City Manager to execute an Agreement between the City of Clovis and DeBenedetto Properties, Ltd. to exchange property at the Landmark Commons Development. Motion carried by unanimous vote.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to authorize the City Manager to execute a Memorandum of Understanding between the City of Clovis and the Clovis Veterans Memorial District to construct additional public parking adjacent to the Landmark Commons Development. Motion carried by unanimous vote.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to authorize the City Manager to execute an Memorandum of Understanding between the City of Clovis and Saint Agnes Medical Foundation to lease a portion of the to be constructed Senior Activity Center at the Landmark Commons Development for a health clinic. Motion carried by unanimous vote.

- 6:34 **ITEM 1B1** - CONTINUED - RES. 16-XX, A REQUEST TO APPROVE AN ENVIRONMENTAL FINDING OF A MITIGATED NEGATIVE DECLARATION FOR GENERAL PLAN AMENDMENT GPA2016-06, PREZONE R2016-07, AND VESTING TENTATIVE TRACT MAP TM6154; AND **ITEM 1B2** - CONTINUED - RES. 16-XX, GPA2016-06, A REQUEST TO RE-DESIGNATE APPROXIMATELY 41.85 OF THE 46.39 ACRES FROM RURAL RESIDENTIAL (1 LOT PER 2 ACRES) TO LOW RESIDENTIAL (2.1 TO 4 LOTS PER ACRE); AND **ITEM 1B3** - CONTINUED INTRODUCTION - ORD. 16-XX, R2016-07, A REQUEST TO PREZONE APPROXIMATELY 41.85 OF THE 46.39 ACRES FROM THE COUNTY R-R (RURAL RESIDENTIAL) ZONE DISTRICT TO THE R-1 (SINGLE-FAMILY RESIDENTIAL) ZONE DISTRICT, PREZONE THE REMAINING 4.5 ACRES FROM THE COUNTY R-R ZONE DISTRICT TO THE R-A (SINGLE-FAMILY RESIDENTIAL – 24,000 SQ. FT. MIN LOT SIZE) ZONE DISTRICT AND APPROVE A MASTER PLAN AND GUIDELINES FOR APPROXIMATELY 700 ACRES GENERALLY BOUNDED BY NEES AVENUE ON THE SOUTH, BIG DRY CREEK ON THE WEST, ENTERPRISE CANAL ON THE EAST, AND SHEPHERD AVENUE ON THE NORTH, KNOWN AS FOCUS AREA 7 IN THE GENERAL PLAN AND **ITEM 1B4** - CONTINUED - RES. 16-XX, TM6154, A REQUEST TO APPROVE A VESTING TENTATIVE TRACT MAP FOR A 96-LOT SINGLE-FAMILY SUBDIVISION ON 46.39 ACRES.

Mayor Magsig indicated that this item was being continued to a date uncertain at the request of the applicant.

- 6:36 **ITEM 1C1** - APPROVED INTRODUCTION - **ORD. 16-29**, R2016-12, REZONE FROM THE R-A (SINGLE-FAMILY RESIDENTIAL – 24,000 SQ. FT.) ZONE DISTRICT TO THE R-1 (SINGLE-FAMILY RESIDENTIAL – 6,000 SQ. FT.) ZONE DISTRICT; AND **ITEM 1C2** - CONTINUED - **RES. 16-XX**, CUP2016-04, A CONDITIONAL USE PERMIT FOR A PROPOSED 18-BED, SINGLE-STORY CONGREGATE CARE FACILITY WITH ASSOCIATED PARKING

Associate Planner Orlando Ramirez presented a report on items associated with approximately one acre of land located at 250 Villa Avenue. The applicant is requesting to rezone approximately one acre of land located at 250 Villa Avenue, from the R-A (Single-Family Residential – 24,000 sq. ft.) Zone District to the R-1 (Single-Family Residential), Zone District. Approval of the request will bring the property into conformance with the General Plan. The applicant is also requesting approval of a conditional use permit to allow a 12,700 square foot congregate living health care facility at the Project site. When evaluating congregate living health care developments, it is necessary to determine if adequate parking is available for the intended use. Approval of this rezone and conditional use permit will allow the developer to move forward with the Site Plan Review process and development of the site. Some issues of discussion included in this report deal with land use and parking.

Abel Garcia, representing his father who lives next to the facility, spoke in opposition due to concerns with a commercial facility being located in a residential neighborhood. Joel Vargas, representing the applicant, commented on and spoke in support of the proposal. Resident, who lives north of the proposed location, spoke in opposition to the proposed project due to the impact on property values, increased traffic, and the negative impact on neighborhood. Pet Estrada lives adjacent the facility, spoke in opposition. Discussion by the Council.

Motion by Councilmember Ashbeck, seconded by Councilmember Whalen, for the Council to approve the Introduction - **Ord. 16-29**, R2016-12, Rezone from the R-A (Single-Family Residential – 24,000 sq. ft.) Zone District to the R-1 (Single-Family Residential – 6,000 sq. ft.) Zone District. Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Whalen, for the Council continue CUP2016-04, a conditional use permit for a proposed 18-bed, single-story congregate care facility with associated parking to a date uncertain. Motion carried by unanimous vote.

7:30 ITEM 1D1 - APPROVED - RES. 16-180, APPROVING AN ENVIRONMENTAL FINDING OF A MITIGATED NEGATIVE DECLARATION FOR GPA2013-02, R2013-03 AND TM6023; AND ITEM 1D2 - APPROVED - RES. 16-181, GPA2013-02, AMENDING THE GENERAL PLAN AND LOMA VISTA SPECIFIC PLAN TO RE-DESIGNATE FROM LOW DENSITY RESIDENTIAL (2.1 TO 4.0 DU/AC) CLASSIFICATION TO MEDIUM DENSITY RESIDENTIAL (4.1 TO 7.0 DU/AC) CLASSIFICATION; AND ITEM 1D3 - APPROVED INTRODUCTION - ORD. 16-30, R2013-03, PREZONING FROM THE COUNTY AE-20 ZONE DISTRICT TO THE R-1-PRD (PLANNED RESIDENTIAL DEVELOPMENT) AND P-F (PUBLIC FACILITIES) ZONE DISTRICTS; AND ITEM 1D4 - APPROVED - RES. 16-182, TM6023, APPROVING A VESTING TENTATIVE TRACT MAP FOR A 379-LOT SINGLE-FAMILY PLANNED RESIDENTIAL DEVELOPMENT

Associate Planner George Gonzales presented a report on various items associated with approximately 63.09 acres of property located at the southeast corner of Ashlan and N. Highland Avenues. Staff provided an overview of the proposed development. Dirk Poeschel, representing the applicant, spoke in support of the project, and addressed questions of council. Sayre Miller, property owner adjacent the project, raised concerns about the development becoming rental units. Discussion by the Council.

Motion by Councilmember Ashbeck, seconded by Councilmember Whalen, for the Council to approve **Res. 16-180**, approving an environmental finding of a Mitigated Negative Declaration for GPA2013-02, R2013-03 and TM6023. Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Whalen, for the Council to approve **Res. 16-181**, GPA2013-02, amending the General Plan and Loma Vista Specific Plan to re-designate from Low Density Residential (2.1 to 4.0 DU/AC) classification to Medium Density Residential (4.1 to 7.0 DU/AC) classification. Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve Introduction - **Ord. 16-30**, R2013-03, rezoning from the County AE-20 Zone District to the R-1-PRD (Planned Residential Development) and P-F (Public Facilities) Zone Districts. Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve **Res. 16-182**, TM6023, approving a vesting tentative tract map for a 379-lot single-family planned residential development. Motion carried by unanimous vote.

7:52 - ITEM 1E1 - APPROVED - **RES. 16-183**, APPROVING AN ENVIRONMENTAL FINDING OF A MITIGATED NEGATIVE DECLARATION FOR GPA2016-07, R2016-08, CUP2016-03, AND TM6109; AND **ITEM 1E2** - APPROVED - **RES. 16-184**, GPA2016-07, AMENDING THE GENERAL PLAN AND HERNDON-SHEPHERD SPECIFIC PLAN TO RE-DESIGNATE FROM VERY LOW DENSITY RESIDENTIAL (.6 TO 2.0 DU/AC) TO LOW DENSITY RESIDENTIAL (2.1 TO 4.0 DU/AC); AND **ITEM 1E3** - APPROVED - **ORD. 16-31**, R2016-08, REZONING FROM THE R-1-AH (SINGLE FAMILY RESIDENTIAL - 18,000 SQ. FT.) ZONE DISTRICT TO THE R-1 (SINGLE FAMILY RESIDENTIAL - 6,000 SQ. FT.) ZONE DISTRICT; AND **ITEM 1E4** - APPROVED - **RES. 16-185**, CUP2016-03, APPROVING A CONDITIONAL USE PERMIT FOR A 261-LOT SINGLE-FAMILY PLANNED RESIDENTIAL DEVELOPMENT WITH PUBLIC STREETS, REDUCED SETBACKS AND INCREASED LOT COVERAGE; AND **ITEM 1E5** - APPROVED - **RES. 16-186**, TM6109, APPROVING A VESTING TENTATIVE TRACT MAP FOR A 261-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION.

Assistant Planner Orlando Ramirez presented a report on various items associated with approximately 65.5 acres of property located south of Shepherd Avenue between Temperance and Locan Avenues. The applicant is requesting to amend the General Plan Land Use Diagram and Herndon-Shepherd Specific Plan Designations for approximately 65.5 acres of property from Very Low Density Residential (0.6 to 2.0 DU/Ac) to Low Density Residential (2.1 to 4.0 DU/Ac) and rezone the same project site from the R-1-AH (Single-Family Residential - 18,000 Sq. Ft.) Zone District to the R-1 (Single Family Residential Development) Zone District. Additionally, the applicant is requesting a tentative tract map approval for a 261-lot single-family planned residential development with public streets, reduced setbacks and increased lot coverage. Approval of this Project would allow the developer move to forward with the final map process and development of the site. Some issues of discussion included in this report deal with land use modification, traffic, sewer, water, neighborhood concern, and impacts to City services.

Jeff Roberts, representing Granville Homes, spoke in support of the project. Richard Kwan, area resident, spoke in support. Emily Marty, resident, spoke in support. Joanna Crocker, Fresno resident, spoke in support. Area resident, owns 5 acres near the area, spoke in opposition and requested masonry walls around her property and requested single story homes at the outer property line. She also raised concerns about possible future flooding and requested to be involved in the planning and engineering. Hadley Peck, area resident, spoke in support. Sayre Miller, resident, spoke in support. Wendy Duncan, Provost, California Health Sciences University, spoke in support. Resident, spoke in support, commented on green belt, and requested only single story homes adjacent his property. Darius Assemi, project developer, spoke in support.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve **Res. 16-183**, approving an environmental finding of a Mitigated Negative Declaration for GPA2016-07, R2016-08, CUP2016-03, and TM6109. Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Whalen, for the Council to approve **Res. 16-184**, GPA2016-07, amending the General Plan and Herndon-Shepherd Specific Plan to re-designate from Very Low Density Residential (.6 to 2.0 DU/AC) to Low Density Residential (2.1 to 4.0 DU/AC). Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve **Ord. 16-31**, R2016-08, rezoning from the R-1-AH (Single Family Residential - 18,000 Sq. Ft.) Zone District to the R-1 (Single Family Residential - 6,000 Sq. Ft.) Zone District. Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve **Res. 16-185**, CUP2016-03, approving a conditional use permit for a 261-lot single-family Planned Residential Development with public streets, reduced setbacks and increased lot coverage. Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve **Res. 16-186**, TM6109, approving a vesting tentative tract map for a 261-lot single-family residential subdivision. Motion carried by unanimous vote.

8:40 ITEM 1F - APPROVED - **RES. 16-187**, A RESOLUTION OF NECESSITY TO DETERMINE THAT PUBLIC INTEREST AND NECESSITY REQUIRE ACQUISITION OF EASEMENTS FOR PUBLIC PURPOSES AND; AUTHORIZING PROCEEDINGS IN EMINENT DOMAIN FOR THREE PROPERTIES ALONG THE NEES AVENUE ALIGNMENTS, EAST OF LOCAN AVENUE. APN/OWNER: 565-011-04/MATTHEW AND REBECCA DUNHAM, 565-011-06/NICHOLAS BRUNO, AND 565-011-07/ROBERT AND BRENDA DAVIS, ET AL.

Management Analyst Ryan Burnett presented a report regarding a Resolution of Necessity to determine that public interest and necessity require acquisition of easements for public purposes and; authorizing proceedings in eminent domain for three properties along the Nees Avenue alignments, east of Locan Avenue.

Nick Bruno, property owner, spoke in support of the project, and commented on increasing property values. Area property owner, commented on the item. Robert Evans, Harlan Ranch resident, commented and spoke in support of the purple pipe. Discussion by Council.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to approve a Resolution of Necessity to determine that public interest and necessity require acquisition of easements for public purposes and; authorizing proceedings in eminent domain for three properties along the Nees Avenue alignments, east of Locan Avenue. Motion carried by unanimous vote.

8:48 ITEM 2A1 - RECEIVED AND FILED - 2015/2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Assistant Finance Director Jay Schengel presented a report on the 2015/2016 Comprehensive Annual Financial Report (CAFR). Financial reports are a primary objective source of information to most persons concerned about a government's financial condition. Taxpayers are interested in the amount of revenues and expenditures. Investors and bond-rating agencies are interested in the ability of a jurisdiction to meet its debt obligations. For the City Council, the financial reports provide an opportunity to determine compliance with budgetary appropriations as well as the status of the government's assets and liabilities and the financial condition of the City. The City of Clovis' financial report was audited and received an unqualified opinion from The Pun Group LLP, a firm of independent, licensed certified public accountants, which means the financial statements for the fiscal year ending June 30, 2016 are free of material misstatement and are fairly presented in conformity with Generally Accepted Accounting Principles (GAAP). There being no public comment, Mayor Magsig closed the public portion. It was the consensus of City Council to receive and file the 2015/2016 Comprehensive Annual Financial Report (CAFR)

8:53 ITEM - 2A2 - APPROVED - **RES 16-188**, FINAL AMENDMENTS TO THE 2015-16 BUDGET IN CONFORMANCE WITH THE BUDGET ORDINANCE AND RECEIVE AND FILE – YEAR END REPORT FOR ALL FUNDS AS OF JUNE 30, 2016. (STAFF: J. SCHENGEL)

Assistant Finance Director Jay Schengel presented a report on Final Amendments to the 2015-16 Budget in conformance with the Budget Ordinance and Receive and File – Year-end report for all funds as of June 30, 2016. During the preparation of the 2016-17 budget, estimates were made for 2015-16 revenues and expenditures to establish the estimated June 30, 2016 fund balances that are expected to be available for appropriation in the 2016-17 fiscal year. This report compares the variances between actual revenues and expenditures versus the estimates established during the budget process. The basis for this report is different from the information presented in the Comprehensive Annual Financial Report (CAFR), which compares actual data against the Council approved budget, as amended from time to time during the year. The Council adopted budget, as amended, is normally higher than the estimated budget used during the budget process. All departments were within or very close to the working budget and within or very close to their estimates to close, with the exception of the City Council budget which exceeded the working budget by \$0.08 million due to increased travel and conference costs and the Police Department budget which exceeded the working budget by \$0.8 million due to grant expenditures partially offset by additional grant revenues and excess overtime related to vacancies. There being no public comment, Mayor Magsig closed the public portion. Discussion by the Council.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve **Resolution 16-188**, Final Amendments to the 2015-16 Budget in conformance with the Budget Ordinance and Receive and File – Year-end report for all funds as of June 30, 2016. Motion carried by unanimous vote.

8:58 ITEM 3A - APPROVED - CONFIRMATION OF CITY MANAGER'S APPOINTMENT OF FINANCE DIRECTOR AND GENERAL SERVICES DIRECTOR. (STAFF: R. WOOLLEY)

City Manager Rob Woolley presented a report recommending confirmation of City Manager's Appointment of Finance Director and General Services Director. The City Manager has appointed Jay Schengel as Finance Director effective January 1, 2017, subject to confirmation by the City Council. Mr. Schengel has been with the City of Clovis for 11 years. The City Manager has appointed Shonna Halterman as General Services Director effective January 1, 2017, subject to confirmation by the City Council. Ms. Halterman has been with the City of Clovis for 21 years. Pursuant to Clovis Municipal Code, Chapter 2.2.103, the City Council must confirm Department Director appointments made by the City Manager.

There being no public comment, Mayor Magsig closed the public portion. Discussion by the Council.

Motion by Councilmember Whalen, seconded by Councilmember Ashbeck, for the Council to confirm of City Manager's Appointment of Finance Director and General Services Director. Motion carried by unanimous vote.

9:06 ITEM 4A - COUNCIL COMMENTS

Councilmember Ashbeck commented and thanked retiring staff and outgoing Mayor Magsig. She also welcomed the new department heads.

Councilmember Whalen showed a picture of Mayor Magsig showing him at a Habitat for Humanity Fresno County event with him holding a flag.

Councilmember Flores commented on his mother's passing last week.

Mayor Magsig thanked colleagues and staff for support.

9:13 ITEM 5A - CLOSED SESSION

Government Code Section 54956.9(d)(1)

CONFERENCE WITH LEGAL COUNCIL- EXISTING LITIGATION

City of Clovis v. Shell Oil Company, et al (TCP)

Mayor Magsig adjourned the meeting of the Council to January 9, 2016

Meeting adjourned: 9:14 p.m.

Mayor

City Clerk



AGENDA ITEM NO: **CC-A 2-4**

. CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 9, 2017

SUBJECT: Adopt - Ord. 16-29, R2016-12, Rezone from the R-A (Single-Family Residential – 24,000 sq. ft.) Zone District to the R-1 (Single-Family Residential – 6,000 sq. ft.) Zone District. (Vote: 4-0)

Adopt - Ord. 16-30, R2013-03, A request to prezone from the County AE-20 Zone District to the R-1-PRD (Planned Residential Development) and P-F (Public Facilities) Zone Districts. (Vote: 4-0)

Adopt - Ord. 16-31, R2016-08, A request to rezone from the R-1-AH (Single Family Residential - 18,000 Sq. Ft.) Zone District to the R-1 (Single Family Residential – 6,000 Sq. Ft.) Zone District. (Vote: 4-0)

Please direct questions to the City Manager's office at 559-324-2060.



AGENDA ITEM NO: **CC-C-1**

City Manager: LS

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Community & Economic Development

DATE: January 9, 2017

SUBJECT: Approval – 2017 Street Closure Requests; and Approval - Res. 17-____, Declaring Certain Events as Old Town Special Events and Setting Precise Boundaries for Those Old Town Special Events

ATTACHMENTS: (A) Resolution 17-____
(B) Matrix of Events
(C) Letter to PBIA
(D) Summary of Old Town Special Events Ordinance

CONFLICT OF INTEREST

None

RECOMMENDATION

That the City Council approve the requests from BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, San Joaquin College of Law, Clovis Veterans Memorial District, Soul 2 Soul, Fleet Feet Sports, and Clovis Senior Center for street closures in the City of Clovis for the calendar year 2017; and approve Res. No. 17-____ declaring certain events as Old Town Special Events, and setting precise boundaries for those Old Town Special Events.

EXECUTIVE SUMMARY

Staff requests street closure simultaneously, and in advance, to allow for proper event planning. A resolution (Attachment "A") is required by Ordinance 00-02, adopted January 10, 2000, declaring certain events as Old Town Special Events and the setting of precise boundaries. Requests for street closure are attached.

BACKGROUND

Attached is a matrix of the events (Attachment "B"), sponsored by BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, San Joaquin College of Law, Clovis Veterans Memorial District, Soul 2 Soul, Fleet Feet Sports, and Clovis Senior Center for closure of streets in Clovis during the calendar year 2017. Each activity has a unique street closure request. The boundaries and time of street closure remain the same as 2016 for all returning events.

A letter was sent to Old Town merchants and property owners on December 9, 2016 (Attachment "C"), soliciting comments/concerns regarding the 2017 street closures. Staff has received no comments or concerns on these events.

The Old Town Special Events Ordinance was adopted by Council on January 10, 2000 and provides guidelines for the operation of Old Town Special Events. A summary of the Old Town Special Events Ordinance is attached (Attachment "D"). A resolution (Attachment "A") is required by Ordinance 00-02, adopted January 10, 2000, declaring certain events as Old Town Special Events and the setting of precise boundaries.

FISCAL IMPACT

The City of Clovis is positively impacted by the proposed events. Local businesses benefit from large numbers of people visiting their neighborhood and the City of Clovis benefits from the increased tax revenue.

Some events require additional city services. Per Council's decision of November 16, 2009, and starting July 1, 2010, the City of Clovis will help offset the costs of certain events. These include, and are limited to, Big Hat Days, Clovis Rodeo Parade, Farmers Market, Freedom Fest, Clovis Fest, Antique and Collectible Fair and Children's Electrical Parade.

REASON FOR RECOMMENDATION

In previous years, more than 300,000 people have attended the various events held in Old Town annually, many of whom have returned to Old Town to patronize the shops. In the past, BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, San Joaquin College of Law, Clovis Veterans Memorial District, Soul 2 Soul, Fleet Feet Sports, and Clovis Senior Center requested street closures to hold events in Old Town on an individual basis, prior to the event. There have been several occasions where the requests were not processed in time to allow for proper planning from the City's perspective. Therefore, staff is requesting street closure simultaneously for all of the special events to ensure adequate time for event planning.

ACTIONS FOLLOWING APPROVAL

1. Staff will notify BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, San Joaquin College of Law, Clovis Veterans Memorial District, Sierra Challenge Express, The Quest Church, and Clovis Senior Center of Council's decision.
2. Staff will work with BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, San Joaquin College of Law, Clovis Veterans Memorial District, Sierra Challenge Express, The Quest Church, and Clovis Senior Center to ensure that the sponsors provide security and cleanup of the events on an individual basis.

Prepared by: Shawn Miller, Business Development Manager



Submitted by: Andrew Haussler, Director, Community & Economic Development



RESOLUTION 17-__

A RESOLUTION OF THE CITY OF CLOVIS DECLARING CERTAIN EVENTS AS OLD TOWN SPECIAL EVENTS

THE CITY COUNCIL OF THE CITY OF CLOVIS RESOLVES AS FOLLOWS:

WHEREAS, BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, San Joaquin College of Law, Clovis Veterans Memorial District, Soul 2 Soul, Fleet Feet Sports, and Clovis Senior Center have requested public street closures in the City of Clovis for the 2017 calendar year to conduct such special events as listed in Attachment "B"; and

WHEREAS, the special events sponsored by BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, San Joaquin College of Law, Clovis Veterans Memorial District, Soul 2 Soul, Fleet Feet Sports, and Clovis Senior Center shall be declared Old Town Special Events; and

WHEREAS, the City Council of the City of Clovis approves and authorizes the closure of public streets to be used for the attached listed special events;

NOW, THEREFORE BE IT RESOLVED that the City Council hereby declares that the events as described in Attachment "B" be declared as Old Town Special Events.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on the 9th day of January 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 9, 2017

Mayor

City Clerk

**2017 CITY OF CLOVIS SPECIAL EVENTS
REQUEST FOR STREET CLOSURES**

DATE	TIME	EVENT	SPONSOR	STREETS
Every Saturday	6 AM to 12:30 PM	Year Round Farmers Mkt	BOOT	Pollasky (5 th to 7 th); Bullard (Woodworth to Pollasky)
February 25 (Saturday)	7:30 AM to 10:30 AM	Race Judicata	San Joaquin College of Law	Full Closure: Hughes (3 rd - 4 th) As needed for crossing during race: Clovis @ Sierra; 3 rd @ Clovis, 4 th @ Osmun.
March 12 (Sunday)	1 PM to 8 PM	Craft Beer Crawl	BOOT	Pollasky (3 rd to 7 th); 4 th (Clovis to Woodworth); Bullard (Woodworth to Pollasky); Pkg Lt #1.
March 26 (Sunday)	3 AM to 7:30 PM	Antique & Collectible Fair	BOOT	Pollasky (3rd to Seventh); 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky).
April 1 & 2 (Sat.& Sun.)	Sat @ 5 AM to Sun @ 7 PM	Big Hat Days (Event)	Chamber of Commerce	Parking lots #1, #2, & #3. Pollasky (3 rd to 9 th); Bullard (Dewitt to Clovis); 4 th (Clovis to Woodworth); 7 th (Clovis to Woodworth); Woodworth (5 th to 7 th); 8 th (Clovis to Woodworth). 5AM – 9PM each day only: 5 th (Clovis to Woodworth). Set-up will take place on Friday, October 28 on 4 th starting at 3PM and on Bullard (Woodworth to Pollasky) starting at 8PM.
April 23 (Sunday)	8 AM to 8 PM	Black Pot Cook-Off & Car Show	BOOT	Pollasky (3rd to 7th); Parking Lot #1; 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Clovis)
April 29 (Saturday)	8 AM to 12 PM	Rodeo Parade	Rodeo Association	Clovis (3 rd to Barstow); Pollasky (3 rd to Barstow); 3 rd , 4 th , 5 th , Bullard, 7 th , 8 th , 9 th , 10 th , Lincoln, Barstow (Pollasky to Clovis); Jefferson (Clovis to Brookhaven); San Jose (Cole to Railroad); Railroad (Jefferson to San Jose).
May 6 (Saturday)	4 PM to 10 PM	Old Town Wine Walk	BOOT	Pollasky (4 th to 5 th).
May 12 thru Sept 29	4:30 PM to 11:00 PM	Friday Night Farmer's Market	BOOT	Pollasky (3 rd to 5 th); Pollasky (5 th to Bullard); 4 th (Woodworth to Pollasky/Clovis alley).
May 27 (Saturday)	6 AM to 11 AM	Clovis Memorial Run	Senior Center	4 th (Hughes to Elm); Hughes (3 rd to 4 th); 3 rd (Hughes to Clovis). Sierra @ Clovis (as needed)
May 28 (Sunday)	3 AM to 7:30 PM	Glorious Junk Days	BOOT	Pollasky (3rd to Seventh); 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky).
July 21 (Friday)	3 PM to 11:00 PM	Pole Vault Championships	BOOT	Pollasky (3 rd to 5 th); Pollasky (5 th to Bullard); 4 th (Woodworth to Pollasky/Clovis alley).
August 19 (Saturday)	Sat: 5 AM to 3 PM	Hot August Daze	Clovis Elks Lodge	Woodworth (Bullard to 5 th), Parking Lot #3).
August 27 (Saturday)	1 PM to 8 PM	Craft Beer Crawl	BOOT	Pollasky (3 rd to 7 th); 4 th (Clovis to Woodworth); Bullard (Woodworth to Pollasky); Pkg Lt #1.
September 24 (Sunday)	3 AM to 7:30 PM	Antique & Collectible Fair/ British Car Roundup	BOOT	Pollasky (3rd to Seventh); 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky).
October 7 (Saturday)	4:00 PM to 10:00 PM	Old Town Wine Walk	BOOT	Pollasky (4 th to 5 th).
October 15 (Sunday)	3 AM to 7:30 PM	Glorious Junk Days	BOOT	Pollasky (3rd to Seventh); 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky).
October 28 & 29 (Sat.& Sun.)	Sat @ 5 AM to Sun @ 6 PM	Clovis Fest	Chamber of Commerce	Parking lots #1, #2, & #3. Pollasky (3 rd to 9 th); Bullard (Dewitt to Clovis); 4 th (Clovis to Woodworth); 7 th (Clovis to Woodworth); Woodworth (5 th to 7 th); 8 th (Clovis to Woodworth). 5AM – 9PM each day only: 5 th (Clovis to Woodworth). Set-up will take place on Friday, October 28 on 4 th starting at 3PM and on Bullard (Woodworth to Pollasky) starting at 8PM.
November 5 (Sunday)	6 AM to 11 AM	2 Cities Marathon	2CM	Various Old Town Streets
November 16 (Thursday)	4 PM to 8:30 PM	One Enchanted Evening	BOOT	Pollasky (4 th to 5 th).
December 2 (Saturday)	5 PM to 8 PM	Children's Electric Christmas Parade	Old Town Clovis Kiwanis	Clovis Ave. (3 rd to 8 th); Pollasky (3 rd to 8 th); 3 rd , 4 th 5 th 7 th Bullard, 8 th (Pollasky to Clovis).

Attachment B



CITY *of* CLOVIS

1033 FIFTH STREET • CLOVIS, CA 93612

December 9, 2016

Subject: 2017 Old Town Street Closures

Dear Old Town Merchant, Resident and/or Property Owner:

Attached is a list of requested street closures for calendar year 2017. As you will notice, there are no new requests for this calendar year.

Please review this list and forward any concerns in writing to my attention by noon, Friday, December 23, 2016. The Clovis City Council will consider these requests in January.

If you have any questions or need further information, Please feel free to contact me at 324-2083, or by email at shawnm@cityofclovis.com.

Sincerely,

Shawn A. Miller, Business Development Manager
City of Clovis

ORDINANCE NO. 00-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADDING CHAPTER 20, OF TITLE 5, OF THE CLOVIS MUNICIPAL CODE PERTAINING TO OLD TOWN SPECIAL EVENTS

THE CITY COUNCIL OF THE CITY OF CLOVIS DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 20, of Title 5, of the Clovis Municipal Code is added to read as follows:

Chapter 20: OLD TOWN SPECIAL EVENTS

Section 5.20.01 Findings and declaration of intent.

The City Council finds and declares that it has historically closed City streets in portions of the downtown area, commonly referred to as Old Town Clovis, for the purpose of assisting certain community and regional events benefitting Old Town Clovis, the community at large and non-profit business organizations operating in the City. Control over the operation of these community and regional events has traditionally been turned over to the entity sponsoring the event. The City Council finds and declares that there is a need to provide written guidelines and regulations on how these Old Town community and regional events shall operate. In enacting this chapter, it is not the intent of the Council to declare all events held in Old Town Clovis a declared "Old Town Special Event." Events not declared "Old Town Special Events" shall be subject to other applicable City ordinances. (§ 1, Ord. 00-02, eff. February 17, 2000)

Section 5.20.03 Old Town Special Event.

(a) "Old Town Special Event" means any outdoor public event utilizing public areas, including streets and parking lots temporarily closed by the City Council, in the vicinity of Old Town Clovis, and which event has been declared an Old Town Special Event by resolution of the City Council. The outside maximum boundaries for a declared Old Town Special Event shall consist of the eastern line of the Clovis Old Town Trail (former railroad right-of-way corridor), the southern line of Barstow Avenue, the western line of Woodworth Avenue, and the northern line of Second Avenue.

Old Town Special Events include, but are not limited to, the following:

- (1) Farmers' Market, generally held from May to September;
- (2) Antique and Collectible Fair, generally held several times a year;
- (3) Clovisfest Musicale, generally held in September;
- (4) Big Hat Days, generally held in April;
- (5) Children's Christmas Parade, generally held in December.

(b) Any person seeking to have a public event declared an Old Town Special Event shall seek a declaration from the City Council at least ninety (90) days prior to the event. If a street closure is required in connection with the proposed Old Town Special Event, such request shall be made at the same time.

(c) The declaration of the City Council shall establish the precise boundaries of the Old Town Special Event and designate an event sponsor.

(d) The City Council may by resolution delegate the authority to declare an Old Town Special Event, and to temporarily close City streets in connection therewith, to the City Manager and the City Manager's designee. (§ 1, Ord. 00-03, eff. February 17, 2000)

Section 5.20.04 Permit required.

(a) The sponsor (event sponsor) of an Old Town Special Event shall obtain an Old Town Special Event permit from the City Clerk.

(b) Application for the permit shall be made not less than sixty (60) days prior to the event and shall contain the information required by the City Clerk. The application shall also be accompanied by a street plan showing the proposed location of planned activities and vendor booths.

(c) Upon receipt of an application, the City Clerk shall circulate the application to the following departments for comments and approval: Police Department, Fire Department, Planning and Development Services Department, Public Works Department, and Risk Management Department. These departments may impose terms and conditions upon the Old Town Special Event permit and issuance and approval of the permit is conditioned upon compliance with the required conditions. At a minimum, the permit shall include conditions for holding the City harmless, maintaining minimum limits of liability insurance in accordance with City standards, providing security and traffic control, providing adequate restroom and sanitation facilities, and paying for the cost of City services.

(d) The Old Town Special Event permit may be revoked for noncompliance with the conditions of the permit and the provisions of this chapter. Revocation may be made by the City Manager, the Chief of Police, or their designees. If the grounds for revocation occur during the Old Town Special Event, the City Manager, the Chief of Police, or their designee, shall first advise the event sponsor of the grounds for revocation and provide an opportunity to correct the same.

(e) The Old Town Special Event permit may also be revoked during the event if fire or another emergency requires the event to be terminated to protect the public safety. When the Old Town Special Event permit is revoked for this reason, all event participants must immediately comply with instructions from any City Police Officer or Fire Department personnel. (§ 1, Ord. 00-02 eff. February 17, 2000)

Section 5.20.07 Minimum requirements.

(a) The event sponsor shall abide by the following minimum requirements:

(1) Maintain openings between vendor booths of sizes, and at locations and distances, required by the City. The required openings shall be specified in the terms and conditions of the Old Town Special Event permit and be identified on the event sponsor's street plan;

(2) Not use any permanent or semi-permanent paint or other markers to delineate or mark the location or other direction on any public street, sidewalk, alley or parking lot;

(3) Not discriminate in the selection of any vendor on the basis of race, color, religion, sex, national origin or familial association;

(4) Require that all vendors obtain and display all appropriate permits, licenses and certificates, and comply with all applicable federal, state and local laws, ordinances and regulations.

(5) Require that vendors maintain their spaces in a clean and sanitary condition, including the removal of containers, waste and trimmings before leaving the area;

(6) Require that vendors take sufficient measures to keep the City storm drain system free from contamination, and require that food vendors take special precaution to keep grease and other waste products off all public streets, sidewalks, alleys and parking lots;

(7) Provide on-site personnel who can be contacted by appropriate City officials for immediate corrective action either for noncompliance with this chapter or the permit conditions, for emergencies, or for actions deemed necessary by the City official. Such personnel shall be equipped with appropriate means of communication to be made known to the City by the event sponsor prior to the event;

(8) Distribute the rules and regulations to each person participating in the Old Town Special Event.

(b) These minimum requirements shall be deemed a part of the permit conditions and may be supplemented by resolution of the City Council. (§ 1, Ord. 00-02, eff. February 17, 2000)

Section 5.20.08 Cost of special event.

(a) The event sponsor will be responsible for the costs associated with the Old Town Special Event, including, but not limited to:

(1) The cost of City services related to the Old Town Special Event;

(2) The cost to repair any damage caused to any public property and rights-of-way, including landscaping.

(b) The event sponsor may apply to the City Council for cooperation in presenting an Old Town Special Event and request financial assistance for some or all of the costs of City services related to the Old Town Special Event. (§ 1, Ord. 00-02, eff. February 17, 2000)



AGENDA ITEM NO: **CC-D-1**

City Manager: LS

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: January 9, 2016

SUBJECT: Approval - Request to Approve the Renewal of the Union Bank Contract for Banking Services

ATTACHMENTS: Contract for Banking Services

CONFLICT OF INTEREST

None

RECOMMENDATION

That the Council authorizes the City Manager to approve the renewal of the Union Bank Contract for banking services for an additional five years.

EXECUTIVE SUMMARY

The City of Clovis has used Union Bank for banking services since September 22, 2003. Banking services provided by Union Bank include account analysis, account reconciliation, courier and armored car services, business checking, check processing, cash vault services, commercial customer service activities, electronic tax deposit, image check, information reporting, deposit items returned, stop payment services, wholesale lockbox services, electronic wire transfer services and the use of zero balance accounts. The renewal includes a continuation of rates negotiated in 2014. Union Bank is raising rates for all customers, but has offered to honor existing rates in order to maintain its relationship with the city. Union bank also offers a free checking account to city employees.

BACKGROUND

Previous to its agreement with Union bank the City of Clovis had its primary banking relationship with Westamerica for over 18 years. A request for proposal (RFP) for banking services was issued and submitted in 2003 to banks with branches within the

city at that time. Union Bank was selected based on its banking services and lowest cost. Specific criteria required at that time included the following:

1. That the bank has a branch within the city.
2. Was a qualified depository as defined by California General Statutes and performs its obligations in compliance with all federal and state laws and regulations.
3. As a city depository, the financial institution will be required to post collateral in compliance with Section 53651 of the Government Code. Currently government funds are collateralized at 110%. In addition, the institution must be sufficiently capitalized to handle a minimum of \$10 million daylight overdraft facility.
4. Bank must be able to provide all services requested or provide alternative solutions where applicable.

Our business relationship with Union Bank has been excellent during the contract period. They have provided additional account information when needed and continue to work with us to facilitate our processing of payments, receipt of deposits including wire transfers and on-line statements. Banking services added since the contract was implemented include a premium checking account, having access to monthly statements on-line versus paper statements and an expanded website that provides for the ability to perform additional banking functions on-line.

Most governmental entities and private companies do not change banks on a regular basis. The reason is that so many changes need to be made by both the government entity and the bank that it actually increases the cost for both entities for the period immediately following the change. For example, checks need to be re-ordered and old checks destroyed, banking routing numbers need to be updated for all users, wire information needs to be updated, account information needs to be changed for vendors using our current bank, payroll information needs to be updated for the new bank and invariably some parties are not contacted or fail to update their records resulting in missed payments and deposits.

Based on our outstanding relationship with Union Bank, their ability to provide excellent banking services, the bank's offer to honor 2014 negotiated rates when they are raising rates for all other customers and the additional staff time it would take to switch banking services to another bank, we believe that it would be beneficial to the City to continue the existing banking relationship.

FISCAL IMPACT

Union bank has provided the City of Clovis with exceptional banking services throughout its tenure as the city's bank. Specifically notable is the lockbox services that allows utility customers to mail their payments directly to the bank via a post office box. The bank matches the remittance advices with the payment and keys the information to a schedule. The schedule is then sent electronically to the city and automatically posted

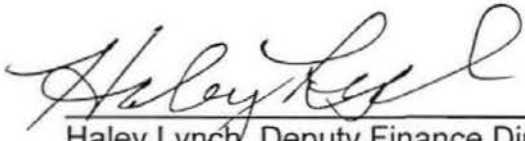
to each customer's account. The process facilitates that payment of customer utility accounts and provides for same day deposit for the checks received.

Union bank has offered to honor its existing pricing to continue the banking relationship with the city. In addition, the contract includes a clause that the contract may be terminated on thirty (30) days written notice by either party.

ACTIONS FOLLOWING APPROVAL

After Council approval, a contract will be executed to continue the banking services until January 1, 2022.

Prepared By


Haley Lynch, Deputy Finance Director

Submitted by:


Jay Schengel, Finance Director/Treasurer

Contract for Banking Services- MUFG UNION BANK, N.A.

This CONTRACT FOR BANKING SERVICES (hereinafter "Contract"), effective January 1, 2017 by and between MUFG Union Bank, N.A. (hereinafter "Bank"), and the **CITY OF CLOVIS** (hereinafter "CITY"), is in accordance with California Government Code 53682.

Whereas, in the judgment of the Treasurer this Contract is to public advantage; and,

Whereas, the CITY desires to secure a wide range of banking services to be provided by a single financial institution pursuant to a Contract; and,

Whereas, Bank represents to the CITY that it meets the requisite legal and other qualifications and possesses sufficient financial strength and capacity to render the banking services sought by the CITY.

Now, therefore, in consideration of mutual covenants, it is agreed that the Bank will service the CITY's banking needs for a contract period of five (5) years with an expiration date of January 1, 2022.

Bank will guarantee fixed unit pricing for the banking services set forth on Government Services Pricing Scenario -Price Schedule 03, attached hereto and incorporated herein for the entire contract period. City will be sole selector of services to be utilized. All other standard Bank terms and conditions apply, including standard pricing, except as set forth herein.

Any mutual amendments to this contract will be an addendum to this contract.

This Contract may be terminated on thirty (30) days written notice by either party disclosed in the Contract for Deposit of Moneys as required by the California Government Code.

In witness whereof, the parties hereto have caused this agreement to be executed the day and year first above written.

City of CLOVIS

MUFG Union Bank, N.A.

Finance Director/Treasurer – JAYSON SCHENGEL
Dated: _____

Vice President – Eileen L. Perez

Dated: _____

Attest:

CITY MANAGER – LUKE SERPA
Dated: _____

UNION BANK
GOVERNMENT SERVICES PRICING SCENARIO - PRICE SCHEDULE 03
City of Clovis- MASTER ACCT # 7020023761
1/1/2017- QUARTERLY SETTLEMENT

BILLABLE		UNIT OF MEASURE	VOLUME (A)	% Markup	Standard Price \$ (C)	Proposed Price \$ (D)	Extended Proposed Price \$ (E)=(A)*(D)	Comp. Balance Required (E)/ECR*365 /Days*0.9	Current Contract		
CODE	DESCRIPTION								Unit Price \$ (E)	Extended Price \$ (A)*(E)	Variance Extended UB - COMP
ACCOUNT ANALYSIS											
AAA003	ACCT MAINTENANCE - WEB	\$25.00/ACCOUNT	6		25.00000	2.0000	12.00	52,329.75	5.0000	30.00	(18.00)
SUBTOTAL							12.00	52,329.75		30.00	(18.00)
ACCOUNT RECONCILIATION											
ARP002	FULL RECON MONTHLY MAINT	\$110/ACCT/MONTH	4		110.00000	50.0000	200.00	872,162.49	80.0000	320.00	(120.00)
ARP006	POS PAY MONTHLY MAINT	\$00/ACCT/MONTH	4		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
ARP012	TRANSMISSION ISSUE INPUT-BASE	\$10/TRANSMISSN	39		10.00000	1.0000	39.00	170,071.68	5.0000	195.00	(156.00)
ARP013	TRANSMISSION ISSUE INPUT-ITEM	\$0.05/ITEM	1,513		0.06500	0.0300	45.39	197,937.28	0.0300	45.39	0.00
ARP031	CHECK PAID TRUNCATED	Tier1: 1 to 5,000	1,513		0.12000	0.0700	105.91	461,853.64	0.0700	105.91	0.00
ARP051	DAILY PAID REPORT	\$0.00/RPT	4		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
ARP057	EXCEPTION ITEMS RETURNED	\$12.50/ITEM	1		12.50000	0.0000	0.00	0.00	0.0000	0.00	0.00
ARP082	RECON STOP PAYMENTS - RENEWAL	\$8.00/STOP	1		8.00000	8.0000	8.00	34,886.50	8.0000	8.00	0.00
ARP085	STALE DATE FEATURE - BASE	\$10.00/MONTH	4		10.00000	5.0000	20.00	87,216.25	5.0000	20.00	0.00
ARP086	STALE DATE LISTING - ITEM	\$0.06/ITEM	829		0.06000	0.0500	41.45	180,755.68	0.0500	41.45	0.00
ARP143	IMAGE CD - ROM	\$30.00/CU/TOFF	4		30.00000	20.0000	80.00	348,864.99	20.0000	80.00	0.00
ARP151	CHECK CAPTURE	\$0.05/ITEM	1,335		0.05000	0.0200	26.70	116,433.69	0.0200	26.70	0.00
ARP200	WEB POS PAY-ACCOUNT BASE	\$00.00/ACCOUNT	4		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
ARP235	WEB POS PAY-EXCEPTIONS	\$1.25/EXCEPTION	23		1.25000	0.2000	4.60	20,059.74	0.2000	4.60	0.00
ARP240	POSITIVE PAY-PNI EXCEPTIONS	Tier1: 1 to 24	21		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
ARP245	WEB POS PAY-IMAGES	\$0.50/IMAGE	24		0.50000	0.5000	12.00	52,329.75	0.5000	12.00	0.00
ARP354	PAYEE NAME VALIDATION	\$0.035/ITEM	1,513		0.03500	0.0200	30.26	131,958.18	0.0350	52.96	(22.70)
SUBTOTAL							613.31	2,674,529.87		912.01	(298.70)
TRANSPORTATION SERVICES											
CAR001	COURIER SERVICES	Cost+50%	1	15.00%	181.70000	208.0000	208.00	907,048.98	208.0000	208.00	0.00
CAR002	ARMORED CAR SERVICES	Cost+50%	1	15.00%	395.60000	454.0000	454.00	1,979,808.84	454.0000	454.00	0.00
SUBTOTAL							662.00	2,886,857.83		662.00	0.00
BUSINESS CHECKING											
CHK010	BRANCH DEPOSIT	\$2.00/DEPOSIT	26		2.00000	2.0000	52.00	226,762.25	2.0000	52.00	0.00
CHK011	ELECTRONIC CREDIT	\$15/EACH	142		0.15000	0.1000	14.20	61,923.54	0.1000	14.20	0.00
CHK021	ELECTRONIC DEBIT	\$15/EACH	30		0.15000	0.1000	3.00	13,082.44	0.1000	3.00	0.00
CHK111	BANK STATEMENT WEB	\$5.00/EACH	6		5.00000	2.0000	12.00	52,329.75	2.0000	12.00	0.00
CHK750	DEPOSIT ADMIN FEE (000's)	0.1250	14,173.0		0.12500	0.1250	1,771.63	7,725,746.12	0.0894	1,267.07	504.56
SUBTOTAL							1,852.83	8,079,844.09		1,348.27	504.56
CHECK PROCESSING											
CKP120	UB CHECKS - BRANCH DEPOSIT	\$0.09/ITEM	167		0.09000	0.0300	5.01	21,847.67	0.0300	5.01	0.00
CKP137	LOCAL CLR.HSE./BRANCH DEP.	\$0.10/ITEM	1,054		0.10000	0.0400	42.16	183,851.85	0.0400	42.16	0.00
CKP138	LOCAL FED DIST 12 - BRANCH DEP	\$1.14/ITEM	1,914		0.14000	0.0400	76.56	333,863.80	0.0400	76.56	0.00
CKP139	OTHER FED - BRANCH DEPOSIT	\$1.51/ITEM	491		0.15000	0.0550	27.01	117,785.54	0.0550	27.01	0.00
CKP150	UB CHECKS SERV. CTR DEPOSIT	\$0.05/ITEM	275		0.05000	0.0300	8.25	35,976.70	0.0300	8.25	0.00
CKP167	LOCAL CLR. HSE./SER. CTR	\$0.08/ITEM	2,241		0.08000	0.0800	179.28	781,806.45	0.0800	179.28	0.00
CKP168	LOCAL FED DIST 12-SERV CTR DEP	\$0.08/ITEM	3,195		0.08000	0.0400	127.80	557,311.83	0.0400	127.80	0.00
CKP170	OTHER FED - SERV CTR DEPOSIT	\$1.01/ITEM	284		0.10000	0.0550	15.62	68,115.89	0.0550	15.62	0.00
CKP190	DEBIT ERROR NOTICE	\$7.00/ITEM	2		7.00000	7.0000	14.00	61,051.37	7.0000	14.00	0.00
CKP191	CREDIT ERROR NOTICE	\$7.00/ITEM	2		7.00000	7.0000	14.00	61,051.37	7.0000	14.00	0.00
SUBTOTAL							509.59	2,222,662.49		509.59	0.00
CLEARPAY											
CPY406	ACH WEB MONTHLY BASE FEE	\$100.00/SET UP	2		100.00000	25.0000	50.00	218,040.62	25.0000	50.00	0.00
CPY407	ACH WEB CREDIT TRANSACTION	Tier1: 1 to 100	100		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
CPY407	ACH WEB CREDIT TRANSACTION	Tier2: 101 to 999,999,999	1,411		0.25000	0.1000	141.10	615,310.63	0.1000	141.10	0.00
CPY409	ACH WEB DEBIT TRANSACTION	Tier1: 1 to 100	100		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
CPY409	ACH WEB DEBIT TRANSACTION	Tier2: 101 to 999,999,999	1,259		0.25000	0.1000	125.90	549,026.28	0.1000	125.90	0.00
CPY417	ACH WEB RETURNS TRANSMISSION	\$5.00/ITEM	9		5.00000	2.0000	18.00	78,494.62	2.0000	18.00	0.00
CPY430	ACH WEB NOC TRANSMISSION	\$5.00/ITEM	2		5.00000	10.00	43,608.12	5,000.00	10.00	20.00	0.00
CPY432	ACH WEB BATCH RELEASE	\$6.00/TRANSMISS	8		6.00000	5.0000	40.00	174,432.50	5.0000	40.00	0.00
CPY435	WEB ADDENDA RECORDS	\$0.05/ITEM	1		0.05000	0.0500	0.05	218.04	0.0500	0.05	0.00
SUBTOTAL							385.05	1,679,130.82		385.05	0.00
CASH VAULT SERVICES											
CSH030	CURRENCY DEPOSITED-UNSTRAPPED (000' \$1.20/\$1000		179.0		1.20000	0.7500	134.28	585,569.89	0.7500	134.28	0.00
SUBTOTAL							134.28	585,569.89		134.28	0.00
CUSTOMER SERVICE ACTIVITIES											
CUS301	NON-CUSTOMER CASH PAID ON-US	\$5.00 PER CHECK	7		5.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
SUBTOTAL							0.00	0.00		0.00	0.00
ELECTRONIC TAX DEPOSIT											
ETD130	WEB INSTATAX MONTHLY MAINT	\$5.00/EACH	2		5.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
SUBTOTAL							0.00	0.00		0.00	0.00
CHECK IMAGE											
IMG401	100 MONTHLY MAINTENANCE FEE	\$5.00 PER MONTH	1		5.00000	5.0000	5.00	21,804.06	5.0000	5.00	0.00
SUBTOTAL							5.00	21,804.06		5.00	0.00
INFORMATION REPORTING											
INF408	WEB PRIOR DAY REPORT ACCOUNT	Tier1: 1 to 1	1		90.00000	15.0000	15.00	65,412.19	45.0000	45.00	(30.00)
INF408	WEB PRIOR DAY REPORT ACCOUNT	Tier2: 2 to 10	5		80.00000	15.0000	75.00	327,060.93	45.0000	225.00	(150.00)
INF411	WEB PD BAL/SUM UPDATED	\$0.15/ITEM UPDT	1,498		0.15000	0.0500	74.90	328,624.85	0.0500	74.90	0.00
INF412	WEB PD TRANSACTIONS UPDATED	\$0.15/ITEM UPDT	1,565		0.15000	0.0500	78.25	341,233.57	0.1000	156.50	(78.25)
SUBTOTAL							243.15	1,060,331.54		501.40	(258.25)
DEPOSITED ITEMS RETURNED											
RET062	DEPOSITD ITEMS RETURND-RECLAR	\$4.00/ITEM	28		4.00000	2.0000	0.00	0.00	4.0000	0.00	0.00
RET063	DEPOSITD ITEMS RETURND-CHRG8K	\$9.00/ITEM	28		9.00000	4.0000	112.00	488,410.99	9.0000	252.00	(140.00)
RET421	WEB RI I&D ITEMS AVL FOR INQ	\$1.50/ITEM	28		1.50000	1.0000	28.00	122,102.75	1.5000	42.00	(14.00)
RET422	WEB RI I&D ITEMS AVL FOR DEC	\$2.50/ITEM	23		2.50000	1.5000	34.50	150,448.03	2.5000	57.50	(23.00)
SUBTOTAL							174.50	760,961.77		351.50	(177.00)

UNION BANK
GOVERNMENT SERVICES PRICING SCENARIO - PRICE SCHEDULE 03
City of Clovis- MASTER ACCT # 7020023761
1/1/2017- QUARTERLY SETTLEMENT

BILLABLE		UNIT OF MEASURE	VOLUME (A)	% Markup	Standard Price \$ (C)	Proposed Price \$ (D)	Extended Proposed Price \$ (E)=(A)*(D)	Comp. Balance Required (E)/ECR*365 /Days*0.9	Current Contract		
CODE	DESCRIPTION								Unit Price \$ (E)	Extended Price \$ (A)*(E)	Variance Extended UB - COMP
TEAM STOP PAYMENTS											
TSP410	WEB ACCT RECON STOP PMT	\$10.00/STOP PAY	3		10.00000	2.0000	6.00	26,164.87	6.0000	18.00	(12.00)
TSP418	WEB STOP PAYMENT RENEWAL	\$10.00/RENEWAL	40		10.00000	2.0000	80.00	348,864.99	5.0000	200.00	(120.00)
TSP994	WEB NUMBER STOP ACCOUNTS	STOP ACCOUNT	5		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
SUBTOTAL							86.00	375,029.87		218.00	(132.00)
WIRE TRANSFERS											
WIR001	INCOMING DOMESTIC REPETITIVE	\$10/WIRE	5		10.00000	5.0000	25.00	109,020.31	5.0000	25.00	0.00
WIR072	FACSIMILE ADVICE INCOMING WIRE	\$8.00/ADVICE	5		8.00000	2.0000	10.00	43,608.12	2.0000	10.00	0.00
SUBTOTAL							35.00	152,628.43		35.00	0.00
WHOLESALE LOCKBOX											
WLB002	ITEM PROCESSED-OFFLINE DEL	\$.48/PER ITEM	391		0.48000	0.3000	117.30	511,523.30	0.4500	175.95	(58.65)
WLB003	PHOTOCOPIES	\$.144 PER ITEM	391		0.14400	0.1000	39.10	170,507.77	0.1350	52.79	(13.69)
WLB006	ACCOUNT MAINT.(2 TO 10 ACCTS)	\$15.00/ACCT	1		15.00000	5.0000	5.00	21,804.06	10.0000	10.00	(5.00)
WLB016	REJECTS / CORRESPONDENCE	\$.50/ITEM	37		0.50000	0.5000	18.50	80,675.03	0.5000	18.50	0.00
WLB040	DATA ENTRY	\$.02/KEYSTROKE	7,957		0.02000	0.0100	79.57	346,989.84	0.0100	79.57	0.00
WLB045	DATA TRANSMISSION / MEDIA	\$.00/ITEM	391		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
WLB067	PAYEE VERIFICATION (1-10)	NO CHARGE	391		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
WLB079	BATCH PREPARATION	\$1.25/ITEM	23		1.25000	0.5000	11.50	50,149.34	1.2500	28.75	(17.25)
WLB080	LOCKBOX DEPOSIT	\$1.60/DEPOSIT	23		1.60000	1.0000	23.00	100,298.69	1.6000	36.80	(13.80)
SUBTOTAL							293.97	1,281,948.03		402.36	(108.39)
WHOLESALE LOCKBOX											
WTL001	MONTHLY BASE CHARGE	\$175.00/BOX	1		175.00000	75.0000	75.00	327,060.93	75.0000	75.00	0.00
WTL002	ITEMS PROCESSED	Tier1: 1 to 25,000	5,604		0.26500	0.1000	560.40	2,443,799.28	0.1000	560.40	0.00
WTL016	REJECTS/CORRESPONDENCE	\$.25/PER ITEM	60		0.25000	0.1000	6.00	26,164.87	0.1000	6.00	0.00
WTL038	OCR SCAN LINE REPAIR	\$.02/KEYSTROKE	672		0.02000	0.0150	10.08	43,956.99	0.0150	10.08	0.00
WTL041	NON-MATCHED ITEMS	\$.35/ITEM	2		0.35000	0.3500	0.70	3,052.57	0.3500	0.70	0.00
WTL044	DATA TRANSMISSION	\$200.00/MONTH	1		200.00000	100.0000	100.00	436,081.24	100.0000	100.00	0.00
WTL045	DATA TRANSMISSION/MEDIA	\$.005/ITEM	5,604		0.00500	0.0050	28.02	122,189.96	0.0050	28.02	0.00
WTL050	FACSIMILE	\$7.00/PAGE	2		7.00000	7.0000	14.00	61,051.37	7.0000	14.00	0.00
WTL067	PAYEE VERIFICATION	ITEM	5,604		0.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
WTL080	LOCKBOX DEPOSIT	\$1.60/DEPOSIT	22		1.60000	1.0000	22.00	85,937.87	1.0000	22.00	0.00
SUBTOTAL							816.20	3,559,295.10		816.20	0.00
ELECTRONIC WIRE TRANSFER											
WTM436	ACCT TRANSFER END-OF-DAY/WEB	\$2.50/EACH	1		2.50000	1.0000	1.00	4,360.81	1.0000	1.00	0.00
WTM442	WIRE TRANSFER MONTHLY FEE/WEB	\$50.00/EACH	1		50.00000	25.0000	25.00	109,020.31	25.0000	25.00	0.00
WTM443	OUTGOING DOMESTIC WIRE/WEB	Tier1: 1 to 100	15		9.50000	5.0000	75.00	327,060.93	5.0000	75.00	0.00
SUBTOTAL							101.00	440,442.05		101.00	0.00
ZERO BALANCE ACCOUNTS											
ZBA001	CONCENTRATION ACCOUNT	\$35.00/EACH	1		35.00000	0.0000	0.00	0.00	0.0000	0.00	0.00
ZBA002	SUB LEVEL 1	Tier1: 1 to 1	1		25.00000	5.0000	5.00	21,804.06	5.0000	5.00	0.00
SUBTOTAL							5.00	21,804.06		5.00	0.00
TOTAL							5,929.06	25,855,518.52		8,416.84	(487.78)

GOVERNMENT SERVICES Standard Price \$10,809.68
Proposed Price \$5,929.06
SOFT COST with compensating balances \$2,718.65

Approved by: _____
Jay Schengel, City Treasurer

Luke Serpa, City Manager

Date

CONTRACT:
> FIVE-YEAR RENEWAL OPTIONS LIMITED TO: 2017 to 2022
> STANDARD AVAILABILITY SCHEDULE
> CONVERSION ALLOWANCE: N/A
> QUARTERLY ANALYSIS SETTLEMENT WITH DIRECT CHARGE
> TRANSPORTATION @ cost plus 15% mark up
> ECR= FLOOR RATE of 0.30% Adjusted per market conditions
> MASTER ACCT # 7020023761

Price Menu
PROFORMA ACCOUNT ANALYSIS STATEMENT
City of Clovis- MASTER ACCT # 7020023761
1/1/2017- QUARTERLY SETTLEMENT

BALANCE SUMMARY		UNION BANK
Average Ledger Balance		\$14,000,000.00
Less: Average Uncollected (FLOAT)		\$0.00
Average Collected Balance		\$14,000,000.00
Less: Reserve Requirement (10%)		\$1,400,000.00
Less: Sweep Compensating Balance		\$0.00
Balance Available to Support Activity		\$12,600,000.00

ACCOUNT POSITION		
Earnings Credit Rate	0.30%	
Number of Days in Month	31	
Earnings Credit:		\$3,210.41
Less: Interest Paid on Interest Bearing Accounts		\$0.00
Net Earnings Allowance - This Month		\$3,210.41
Less: Charges for Balance Compensated Services		\$5,929.06
Net Earnings Allowance		(\$2,718.65)

ACCOUNTS INCLUDED IN ANALYSIS	
<Enter Accounts included in this Analysis>	

OVERDRAFT / UNCOLLECTED FUNDS CHARGES	
Uncollected Funds	

Customer usage of uncollected funds is charged the Union Bank Reference Rate plus 4.0% per annum, computed on the average daily usage of uncollected funds for the month in question.

Overdrafts

Overdraft balances and related fees are charged the Union Bank Reference Rate plus 4.0% per annum, computed daily, with a minimum daily charge of \$10.00, assessed from the time such overdraft balances are created and related fees incurred. The minimum daily charge and accrued interest are then added to the overdraft balance.

Checks or other transactions presented against insufficient funds whether paid or unpaid are assessed at \$34 per item.



AGENDA ITEM NO: **CC-D-2**

City Manager: LS

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: January 9, 2017

SUBJECT: Approval – Res. 17-____, Request to Grant Authority for Additional Finance Department staff to transfer monies to and from the Local Agency Investment Fund and Rescind the Authority of Staff to Deposit or Withdraw Funds.

ATTACHMENTS: (A) Resolution

CONFLICT OF INTEREST

None

RECOMMENDATION

Per State of California Local Agency Investment Fund requirements, request to grant authority to Jay Schengel, Finance Director and Haley Lynch, Deputy Finance Director to transfer monies (idle cash) to and from the Local Agency Investment Fund (LAIF); also to rescind authority of Jamie Hughson, who has resigned from City service, to deposit or withdraw funds in LAIF.

EXECUTIVE SUMMARY

Authority is granted to the Finance Director to invest the city's funds in compliance with guidelines established in the city's investment policy. The investment objectives of the policy state the following:

1. Assets shall be invested in a manner consistent with safeguards and diversity that a prudent investor would adhere to.
2. The portfolio shall be invested in a manner consistent with primary emphasis on the preservation of the principal, while attaining a high rate of return consistent with this emphasis.
3. Sufficient liquidity shall be maintained to provide a source for anticipated payment outflows.

Specific types of securities that are deemed to be eligible for inclusion among the account assets include monies deposited with the LAIF. The LAIF began in 1977 as an investment alternative for California's local governments and special districts. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code. This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State of California Treasurer's Office investment staff at no additional cost to the taxpayer.

BACKGROUND

The City of Clovis has traditionally invested in the LAIF to enhance its portfolio and to provide flexibility in its cash management. Due to the growth that the City of Clovis has experienced and the demands that are placed upon the Finance Director, it is prudent to allow other Finance Department management to assist with the responsibility of the continued financial operations of the department. It is also prudent to remove staff from the ability to deposit or transfer funds to LAIF whenever they are no longer associated with the Finance Department or the City of Clovis. This action will provide for a seamless transition in handling the city's daily cash needs during those occasions where the Finance Director is away from the office due to business or personal reasons. The same restrictions (a daily transfer limit of \$10,000,000.00) will be followed by the Deputy Finance Director.

FISCAL IMPACT

No additional costs will be incurred as a result of this action.

REASON FOR RECOMMENDATION

The LAIF requires a resolution to be approved and be on file by LAIF of the local governing body of staff who are authorized to transfer monies to and from the LAIF. This action will provide more flexibility in cash management and will allow for a seamless transition in handling the city's daily cash needs during those times when the Finance Director is away from the office.

ACTIONS FOLLOWING APPROVAL

The Finance Department will notify the LAIF office with the additional approvals and the staff rescinded by forwarding a copy of the approved resolution.

Prepared by: Haley Lynch, Deputy Finance Director

Submitted by: Jay Schengel, Finance Director



RESOLUTION NO. 17-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
AUTHORIZING INVESTING IN THE LOCAL AGENCY INVESTMENT FUND**

WHEREAS, the City Council of the City of Clovis has authorized investment of funds from time to time in the Local Agency Investment Fund (LAIF); and

WHEREAS, the Council authorized, Jamie Hughson, Finance Director or Jay Schengel, Assistant Finance Director, to order the deposit or withdrawal of funds on behalf of the City; and

WHEREAS, the Council desires to rescind the authority for Jamie Hughson to deposit or withdraw funds in LAIF because Ms. Hughson has resigned from City employment.

NOW, THEREFORE BE IT RESOLVED, that Jay Schengel, Finance Director or in his absence Haley Lynch, Deputy Finance Director are authorized to order the deposit or withdrawal of money in the Local Agency Investment Fund in the name of the City of Clovis, 1033 Fifth Street, Clovis, California, 93612 and the authority for Jamie Hughson is rescinded.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on _____, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk



AGENDA ITEM NO: CC-E-1
City Manager: LS

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
FROM: General Services Department
DATE: January 9, 2017
SUBJECT: Approval – Denial of Application to File a Late General Liability Claim by Donald Anderson.

CONFLICT OF INTEREST

None

RECOMMENDATION

Deny the application by Donald E. Anderson, to file a late general liability claim with the city.

BACKGROUND

Mr. Donald E. Anderson alleged that on March 30, 2016, a Clovis trash truck dropped a large chunk of dirt and rock that hit the road and shattered onto his car. Mr. Anderson filed a general liability claim against the City of Clovis on October 27, 2016, for the damages to his car. However, the statute of limitation for filing a claim for damages against the city in this matter expired on September 30, 2016.

Mr. Anderson states that his company was opening offices in South America and he had little time to file the claim.

FISCAL IMPACT

None

REASON FOR RECOMMENDATION

California law is specific concerning the period of time a person has to file a general liability claim with a public entity (i.e., six (6) months) for personal injury and personal property claims. California law is also specific regarding the amount of time available for a person to present a late claim (i.e., one (1) year). The reasons stated by Mr. Anderson with regard to why the claim was filed past the time allowed by law are not sufficient to warrant a waiver of the statute.

ACTIONS FOLLOWING APPROVAL

A letter will be sent to Mr. Anderson informing him that his application to present a late claim has been denied.

Prepared by: Lori Shively, Personnel/Risk Manager

Submitted by: Shonna Halterman, General Services Director





AGENDA ITEM NO: CC-F-1
City Manager: AK

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 9, 2017

SUBJECT: Approval – Res. 17-_____, Final Map for Tract 6128, located at the southeast corner of Locan and Teague Avenues (Wilson Premier Homes)

ATTACHMENTS: (A) Res. 17-_____
(B) Vicinity Map
(C) Copy of Final Map

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve Res. 17-_____, which will:

1. Accept the offer of dedication of street and public utility easements within Tract 6128, and;
2. Authorize recording of the final map.

EXECUTIVE SUMMARY

The owner, Wilson Premier Homes, acting as the subdivider, has submitted a final map. The improvement plans are being processed by City staff. The improvements to be installed include curb, gutter, sidewalk, street paving, sanitary sewers, water mains, paseos and a trail. The subject tract is located on the southeast corner of Locan and Teague Avenues. It contains approximately 10.21 acres and consists of 85 units, zoned R-1-PRD.

FISCAL IMPACT

The subdivider will be installing curb, gutter, sidewalk, street paving, sanitary sewers, water mains, paseos and a trail, which will be perpetually maintained by the City of Clovis.

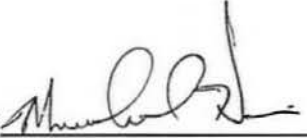
REASON FOR RECOMMENDATION

The subdivision agreement has been executed by the subdivider and all development fees have since been paid or deferred in accordance with Municipal Code. The agreement provides for the developer to complete a technically correct map and improvement plans and to complete all required improvements in compliance with the conditions of approval. The improvements are adequately secured.

ACTIONS FOLLOWING APPROVAL

The final map will be filed with the Fresno County Recorder's office for recording.

Prepared by: Gene G. Abella, Assistant Engineer

Submitted by: 
Michael Harrison
Interim City Engineer

Recommended by: 
Dwight Kroll, AICP
Director of Planning
And Development
Services

RESOLUTION 17-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING FINAL SUBDIVISION MAP FOR TRACT NO. 6128

WHEREAS, a final map has been presented to the City Council of the City of Clovis for Tract 6128, by The City of Clovis, a Municipal Corporation, and

WHEREAS, said final tract conforms to the requirements of Chapter 2, Part 2, of Division 4 of the Business and Professions Code and to local ordinances;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis as follows:

1. The final map of Tract 6128, consisting of two (2) sheets, a copy of which is on file with the City Clerk, be and the same is hereby approved.
2. Approval of the Subdivision improvement plans for said tract, consisting of twenty-eight (28) sheets are being completed by City Staff.
3. The preliminary Engineer's Cost Estimate of development cost of said tract, a copy of which is on file with the City Clerk, be and the same is hereby approved and adopted as the estimated cost of improvements for said subdivision in the sum of \$1,735,478.
4. The offer and dedication for public use of the parcels, streets and easements specified on said map are accepted by the City of Clovis and the City Clerk is authorized and directed to execute said subdivision map.
5. This Council finds that the proposed subdivision, together with the provisions for its design and improvement, are consistent with applicable general and specific plans of the City of Clovis.
6. Improvement Security, as provided hereunder and in said Subdivision Agreement, is fixed at one hundred percent (100%) or the sum of \$1,735,000 for

guaranteeing specific performance of said agreement and fifty percent (50%) or the sum of \$868,000 for payment of labor and materials furnished by contractors, subcontractors, labormen and materialmen in connection with the improvements required to be made or constructed by said subdivider in conformity with said subdivision map or said agreement.

7. Subdivider shall furnish a bond in the sum of \$173,500 being the amount determined by the City Council of the City as necessary for the guarantee and warranty of the work for a period of one year following the completion and acceptance of the tract against any defective work or labor done, or defective materials furnished. Said bond is required to be furnished prior to acceptance of the tract by the City Council.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 9, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

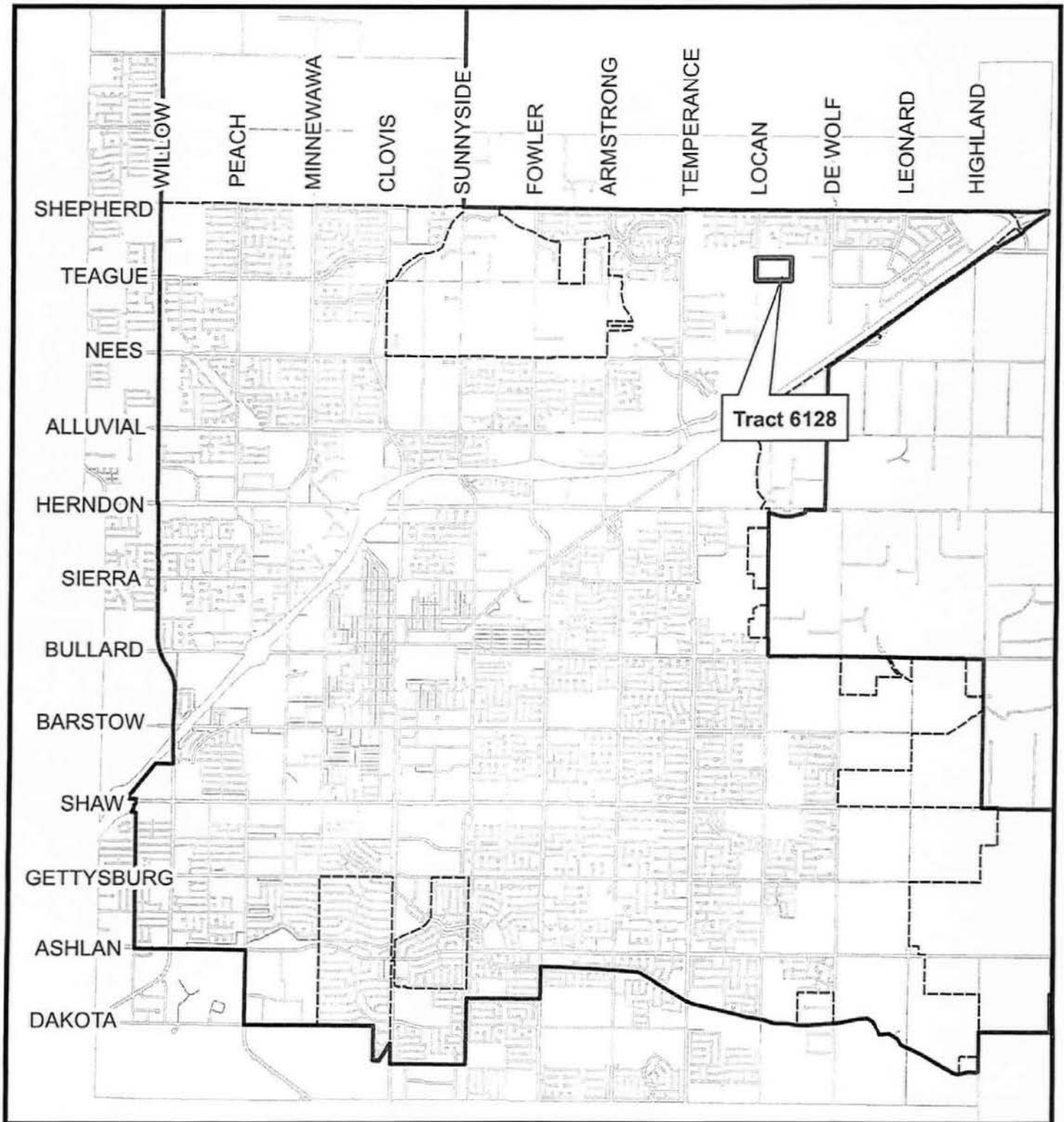
DATED:

Mayor

City Clerk

VICINITY MAP

Tract 6128
Wilson Premier Homes



ATTACHMENT B

 CITY LIMITS  SPHERE OF INFLUENCE



1" = 5500'

SUBDIVISION MAP OF

TRACT NO. 6128

IN THE CITY OF CLOVIS, FRESNO COUNTY, CALIFORNIA
 SURVEYED AND PLATTED IN AUGUST, 2016 BY HARBOUR & ASSOCIATES
 CONSISTING OF 2 SHEETS
 SHEET 1 OF 2

OWNER'S STATEMENT

THE UNDERSIGNED, BEING ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN THE LAND WITHIN THIS SUBDIVISION, HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP AND OFFER FOR DEDICATION FOR PUBLIC USE THE PARCELS AND EASEMENTS SPECIFIED ON SAID MAP AS INTENDED FOR PUBLIC USE FOR THE PURPOSES SPECIFIED THEREIN.

WILSON PREMIER HOMES, INC., A CALIFORNIA CORPORATION

BY: LEO A. WILSON
 PRESIDENT

U.S. BANK NATIONAL ASSOCIATION
 d/b/a/ HOUSING CAPITAL COMPANY
 AS BENEFICIARY

BY: CARL F. SWANSON
 VICE-PRESIDENT

NOTARY ACKNOWLEDGEMENTS

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
 COUNTY OF _____)

ON _____, 2016, BEFORE ME _____, NOTARY PUBLIC, PERSONALLY APPEARED _____, LEO A. WILSON, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/IT/HEY EXECUTED THE SAME IN HIS/HER/ITS/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/ITS/ THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT, WITNESS MY HAND.

NAME _____ SIGNATURE _____

MY COMMISSION EXPIRES _____ COUNTY OF _____

COMMISSION NUMBER _____

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
 COUNTY OF _____)

ON _____, 2016, BEFORE ME _____, NOTARY PUBLIC, PERSONALLY APPEARED _____, CARL F. SWANSON, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/IT/HEY EXECUTED THE SAME IN HIS/HER/ITS/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/ITS/ THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT, WITNESS MY HAND.

NAME _____ SIGNATURE _____

MY COMMISSION EXPIRES _____ COUNTY OF _____

COMMISSION NUMBER _____

LEGAL DESCRIPTION

THE LAND REFERRED TO IN THE REPORT IS SITUATED IN THE COUNTY OF FRESNO, CITY OF CLOVIS, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

THE WEST THREE-FOURTHS OF THE NORTH ONE-HALF OF THE NORTH ONE-HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 12 SOUTH, RANGE 21 EAST, MOUNT DIABLO BASE AND MERIDIAN.

EXCEPTING THE NORTH 60 FEET THEREOF.

TOGETHER WITH THAT PORTION OF THE WEST 726 FEET OF THE SOUTH THREE-FOURTHS OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 26, DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY NORTHWEST CORNER OF OUTLOT C OF TRACT NO. 6072, ACCORDING TO THE MAP THEREOF RECORDED IN VOLUME 85 OF PLATS AT PAGES 44 THROUGH 47, FRESNO COUNTY RECORDS; THENCE NORTH 00°03'39" EAST, ALONG THE NORTHERLY PROLONGATION OF THE MOST WESTERLY LINE OF SAID OUTLOT C, A DISTANCE OF 237.41 FEET; THENCE NORTH 46°07'20" WEST, A DISTANCE OF 14.58 FEET TO A POINT ON THE SOUTH LINE OF THE NORTH ONE-HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 26; THENCE SOUTH 89°55'18" EAST, ALONG SAID SOUTH LINE, A DISTANCE OF 378.40 FEET TO THE MOST NORTHERLY NORTHWEST CORNER OF SAID OUTLOT C; THENCE SOUTH 00°20'58" WEST, ALONG THE MOST EASTERLY WEST LINE OF SAID OUTLOT C, A DISTANCE OF 247.50 FEET TO A POINT ON THE MOST SOUTHERLY NORTH LINE OF SAID OUTLOT C; THENCE NORTH 89°56'21" WEST, ALONG THE MOST SOUTHERLY NORTH LINE OF SAID OUTLOT C, A DISTANCE OF 366.64 FEET TO THE POINT OF BEGINNING.

THIS LAND IS SUBJECT TO THE FOLLOWING:

1. SAID LAND LIES WITHIN THE FRESNO METROPOLITAN FLOOD CONTROL DISTRICT AND IS SUBJECT TO DRAINAGE FEES AND/OR REQUIREMENTS TO CONSTRUCT PLANNED LOCAL DRAINAGE FACILITIES AS DISCLOSED BY INSTRUMENT ENTITLED "RESOLUTION NO. 1816 - THE BOARD OF DIRECTORS OF THE FRESNO METROPOLITAN FLOOD CONTROL DISTRICT, RECORDED JULY 31, 1995 AS SERIES NUMBER 95091208, D.R.F.C.
2. COVENANT AND AGREEMENT, EXECUTED BY KENNETH DANIEL ALLEN AND BONNIE D. ALLEN, IN FAVOR OF COUNTY OF FRESNO, RECORDED MARCH 14, 1991 IN OFFICIAL RECORDS UNDER RECORDER'S SERIAL NUMBER 91029608
3. CONDITIONS CONTAINED AND/OR REFERRED TO IN AN INSTRUMENT, ENTITLED COVENANT LANDSCAPE MAINTENANCE BUILDING PERMIT NO. 2096-2012, BY GEORGE W. SCHEIDT AND STEPHANIE SCHEIDT, HUSBAND AND WIFE AS COMMUNITY PROPERTY AND THE CITY OF CLOVIS, A MUNICIPAL CORPORATION, DATED FEBRUARY 8, 2013, RECORDED FEBRUARY 22, 2013 IN OFFICIAL RECORDS UNDER RECORDER'S SERIAL NUMBER 2013-0027958, WHICH AMONG OTHER THINGS PROVIDES REFERENCE BEING MADE TO THE RECORD THEREOF FOR FULL PARTICULARS.
4. MATTERS AS CONTAINED OR REFERRED TO IN AN INSTRUMENT, ENTITLED "ANNEXATION AGREEMENT", EXECUTED BY CITY OF CLOVIS AND JOHN M. FRIES JR., DATED APRIL 28, 2006, RECORDED DECEMBER 13, 2006 IN OFFICIAL RECORDS UNDER RECORDER'S SERIAL NUMBER 2006-0291143, RETURNED TO THE ADDRESS 1033 FIFTH STREET, CLOVIS, CA 93612.

**SURVEYOR'S STATEMENT**

THE SURVEY FOR THIS MAP WAS MADE BY ME OR UNDER MY DIRECTION AND IS TRUE AND COMPLETE AS SHOWN.

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF WILSON PREMIER HOMES, INC., ON AUGUST 1, 2016. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, OR THAT THEY WILL BE SET IN THOSE POSITIONS ON OR BEFORE ONE YEAR AFTER THE DATE THIS MAP IS RECORDED, OR ANY TIME EXTENSION APPROVED BY THE CITY ENGINEER. THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP.

GARY J. DIXON, L.S. 5277

DATE

CITY ENGINEER'S STATEMENT

I, MICHAEL J. HARRISON, CITY ENGINEER OF THE CITY OF CLOVIS, HEREBY STATE THAT I HAVE EXAMINED THIS MAP, THAT THE SUBDIVISION SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF, THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH, AND THAT I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT.

MICHAEL J. HARRISON, P.E. BOBS
 CITY ENGINEER

DATE

CITY CLERK'S STATEMENT

I, JOHN HOLT, HEREBY STATE THAT THE CITY COUNCIL OF THE CITY OF CLOVIS, BY RESOLUTION ADOPTED _____, APPROVED THE WITHIN MAP AND ACCEPTED, SUBJECT TO IMPROVEMENT, ON BEHALF OF THE PUBLIC, ANY REAL PROPERTY AND EASEMENTS OFFERED FOR DEDICATION FOR PUBLIC USE IN CONFORMITY WITH THE TERMS OF THE OFFER OF DEDICATION.

DATED _____ JOHN HOLT, CITY CLERK

RECORDER'S CERTIFICATE

DOCUMENT NO. _____ FEE PAID \$ _____

FILED THIS _____ DAY OF _____, 2016, AT _____ M. IN VOLUME _____

OF PLATS, AT PAGE(S) _____, FRESNO COUNTY RECORDS, AT THE REQUEST

OF OLD REPUBLIC TITLE COMPANY.

PAUL A. DICTOS, CPA
 FRESNO COUNTY ASSESSOR-RECORDER

BY: _____
 DEPUTY



Harbour & Associates
 Civil Engineers
 389 Clovis Avenue, Suite 300 • Clovis, California 93612
 (559) 325-7676 • Fax (559) 325-7699

M.C. #13-052

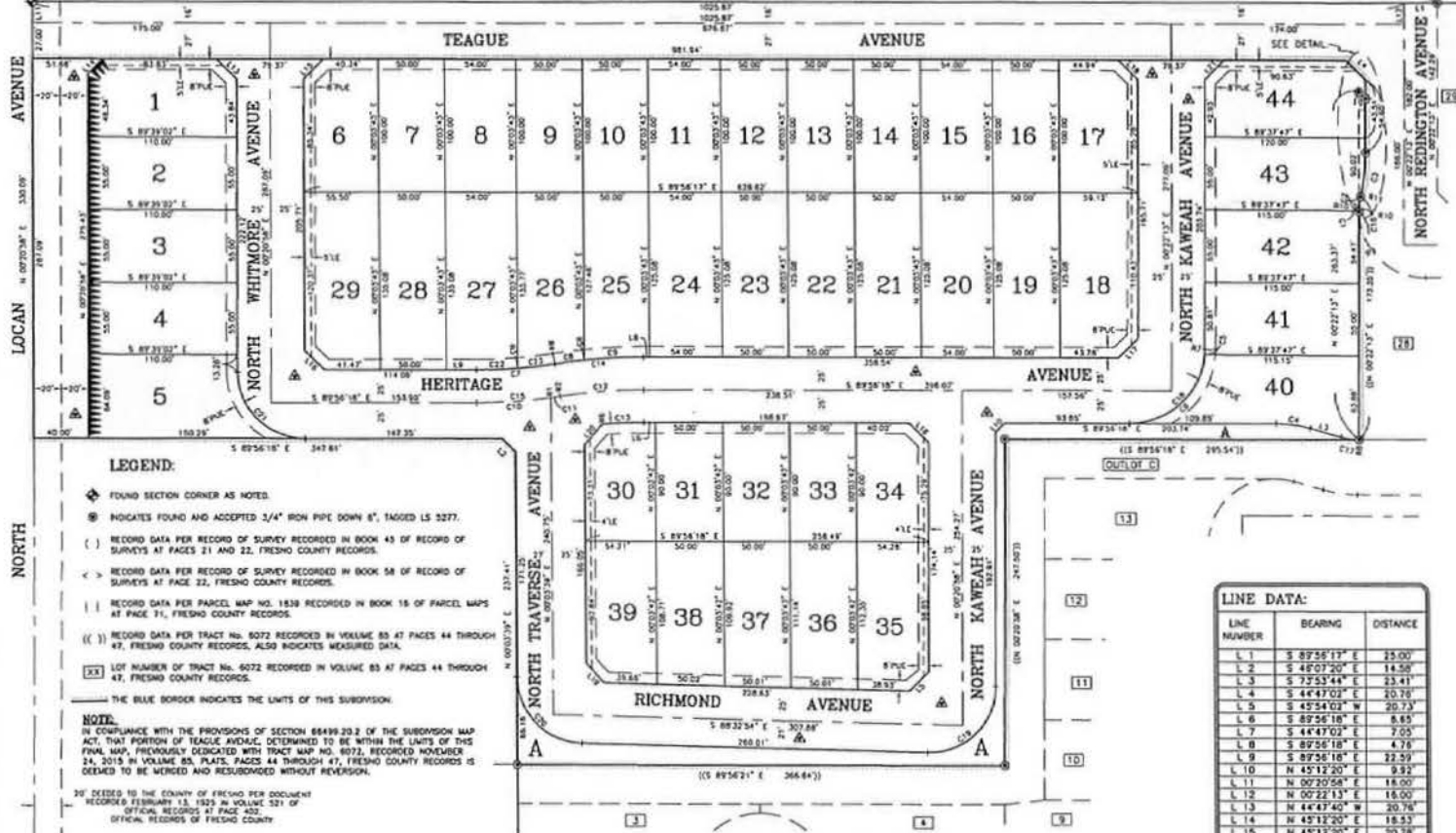
ATTACHMENT C

TRACT NO. 6128

IN THE CITY OF CLOVIS FRESNO COUNTY,
CALIFORNIA SURVEYED AND PLATTED IN
AUGUST, 2016 BY HARBOUR AND ASSOCIATES
CONSISTING OF 2 SHEETS
SHEET 2 OF 2

WEST QUARTER CORNER SECTION 26, TOWNSHIP 12 SOUTH,
RANGE 21 EAST, MOUNT DIABLO BASE AND MERIDIAN, FOUND
3/4" IRON PIPE, DOWN 24", TAGGED LS 2531, VERIFIED
PER COUNTY CORNER RECORD #14121.

BASIS OF BEARINGS (S 89°56'17" E 100.047') (N 89°56'17" E 100.047') (S 89°56'17" E 100.047') (N 89°56'17" E 100.047')



LEGEND:

- FOUND SECTION CORNER AS NOTED.
- INDICATES FOUND AND ACCEPTED 3/4" IRON PIPE DOWN 24", TAGGED LS 2277.
- RECORD DATA PER RECORD OF SURVEY RECORDED IN BOOK 45 OF RECORD OF SURVEYS AT PAGES 21 AND 22, FRESNO COUNTY RECORDS.
- RECORD DATA PER RECORD OF SURVEY RECORDED IN BOOK 58 OF RECORD OF SURVEYS AT PAGE 22, FRESNO COUNTY RECORDS.
- RECORD DATA PER PARCEL MAP NO. 1838 RECORDED IN BOOK 15 OF PARCEL MAPS AT PAGE 71, FRESNO COUNTY RECORDS.
- RECORD DATA PER TRACT NO. 6072 RECORDED IN VOLUME 85 AT PAGES 44 THROUGH 47, FRESNO COUNTY RECORDS, ALSO INDICATES MEASURED DATA.
- RECORD DATA PER TRACT NO. 6072 RECORDED IN VOLUME 85 AT PAGES 44 THROUGH 47, FRESNO COUNTY RECORDS.
- LOT NUMBER OF TRACT NO. 6072 RECORDED IN VOLUME 85 AT PAGES 44 THROUGH 47, FRESNO COUNTY RECORDS.
- THE BLUE BORDER INDICATES THE LIMITS OF THIS SUBDIVISION.

NOTE:
IN COMPLIANCE WITH THE PROVISIONS OF SECTION 66439.23.2 OF THE SUBDIVISION MAP ACT, THAT PORTION OF TEAGUE AVENUE, DETERMINED TO BE WITHIN THE LIMITS OF THIS FINAL MAP, PREVIOUSLY DEDICATED WITH TRACT MAP NO. 6072, RECORDED NOVEMBER 24, 2015 IN VOLUME 85, PLATS, PAGES 44 THROUGH 47, FRESNO COUNTY RECORDS IS DEDICATED TO BE MERGED AND RESUBDIVIDED WITHOUT REVERSION.

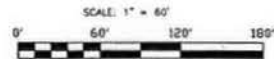
20' DEEDS TO THE COUNTY OF FRESNO PER DOCUMENT RECORDED FEBRUARY 13, 1925 IN VOLUME 521 OF OFFICIAL RECORDS AT PAGE 452.
OFFICIAL RECORDS OF FRESNO COUNTY.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED IN FEE TO THE CITY OF CLOVIS, FOR PUBLIC PURPOSES.
OUTLET A: FOR LANDSCAPING AND PEDESTRIAN PURPOSES.

▲ PUBLIC STREET AND UTILITY PURPOSES.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES.
PUC PUBLIC UTILITY EASEMENT NOW OFFERED FOR DEDICATION.

LE LANDSCAPE EASEMENT NOW OFFERED FOR DEDICATION.



RADIAL DATA:

RADIAL NUMBER	RADIAL BEARING	RADIUS
R 1	S 07°59'56" E	400.00'
R 2	N 08°58'03" W	407.00'
R 3	S 04°44'33" E	375.00'
R 4	S 08°58'03" E	375.00'
R 5	N 05°57'00" W	432.00'
R 6	N 04°38'58" W	382.00'
R 7	S 89°54'37" E	57.00'
R 8	S 00°53'42" W	50.00'
R 9	S 56°48'48" W	69.00'
R 10	N 89°57'30" W	60.00'
R 11	N 76°47'29" W	50.00'

LINE DATA:

LINE NUMBER	BEARING	DISTANCE
L 1	S 89°56'17" E	25.00'
L 2	S 46°07'20" E	14.50'
L 3	S 72°53'44" E	23.41'
L 4	S 44°47'07" E	20.78'
L 5	S 45°54'02" W	20.73'
L 6	S 89°56'18" E	8.65'
L 7	S 44°47'02" E	7.05'
L 8	S 89°56'18" E	4.78'
L 9	S 89°56'18" E	22.50'
L 10	N 45°12'20" E	9.92'
L 11	N 00°30'58" E	18.00'
L 12	N 00°22'13" E	18.00'
L 13	N 44°47'40" W	20.78'
L 14	N 45°12'20" E	18.53'
L 15	N 45°12'20" E	20.78'
L 16	S 44°47'40" E	20.78'
L 17	N 45°12'20" E	20.78'
L 18	N 44°47'02" E	20.78'
L 19	N 44°16'07" W	20.84'
L 20	N 42°31'48" E	21.02'
L 21	N 45°12'58" E	20.78'

CURVE DATA:

CURVE NUMBER	DELTA	RADIUS	ARC LENGTH	CHORD LENGTH
C 1	34°03'44"	60.00'	35.87'	35.15'
C 2	12°20'01"	60.00'	12.92'	12.89'
C 3	12°50'18"	150.00'	53.61'	53.54'
C 4	18°02'34"	82.00'	25.76'	25.68'
C 5	41°53'10"	57.00'	4.20'	4.20'
C 6	85°28'19"	57.00'	85.02'	77.35'
C 7	8°01'45"	375.00'	58.10'	59.03'
C 8	3°01'03"	432.00'	22.75'	22.75'
C 9	8°00'42"	432.00'	45.33'	45.31'
C 10	8°03'39"	400.00'	56.28'	56.23'
C 11	2°58'08"	400.00'	5.70'	6.79'
C 12	9°01'45"	407.00'	84.14'	84.07'
C 13	44°53'58"	382.00'	31.41'	31.42'
C 14	9°01'45"	432.00'	68.06'	68.01'
C 15	9°01'45"	400.00'	63.04'	62.97'
C 16	12°50'18"	50.00'	11.20'	11.18'
C 17	18°02'34"	50.00'	14.00'	13.95'
C 18	89°41'29"	57.00'	88.23'	80.39'
C 19	91°08'08"	50.00'	79.50'	71.39'
C 20	88°36'33"	50.00'	77.33'	69.85'
C 21	82°17'16"	50.00'	78.79'	70.89'
C 22	44°48'15"	375.00'	31.44'	31.43'
C 23	41°53'50"	375.00'	27.65'	27.65'

BASIS OF BEARINGS:

THE NORTH RIGHT OF WAY LINE OF TEAGUE AVENUE AS SHOWN ON THE MAP OF TRACT NO. 6072 RECORDED IN VOLUME 85 AT PAGES 44 THROUGH 47, FRESNO COUNTY RECORDS, ALSO BEING ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 12 SOUTH, RANGE 21 EAST, W.D.B.A.M., WAS TAKEN TO BE SOUTH 89°56'17" EAST.

DETAIL NOT TO SCALE





AGENDA ITEM NO: CC-F-2
City Manager: *AM*

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 9, 2017

SUBJECT: Approval – Res. 17-_____, Annexation of Proposed Tract 6128, located at the southeast corner of Locan and Teague Avenues, to the Landscape Maintenance District No. 1 of the City of Clovis (Wilson Premier Homes)

ATTACHMENTS: (A) Res. 17-_____

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve Res. 17-_____, that will annex proposed Tract 6128, which is located at the southeast corner of Locan and Teague Avenues, to the Landscape Maintenance District No. 1 of the City of Clovis.

EXECUTIVE SUMMARY

The owner, Wilson Premier Homes, acting as the subdivider, has requested to be annexed to the Landscape Maintenance District No. 1 of the City of Clovis as set forth by the Conditions of Approval for Tentative Tract Map 6128.

BACKGROUND

Wilson Premier Homes, the developer of Tract 6128, has executed a covenant that this development be annexed to the City of Clovis LMD No. 1. An executed copy can be provided on request. Council formed the original District on July 15, 1985, for the purpose of funding the maintenance of landscaped areas and parks. Each annexation to the District has a separate assessment so that the cost of landscape maintenance of this landscaped area will be borne entirely by the benefit area that includes this tract.

Under the provisions of the Landscaping and Lighting Act of 1972, and in accordance with Article XIII C and Article XIII D of Proposition 218, all the owners of property proposed for annexation have provided a written request and consent to annexation, and have executed a covenant (petition) indicating acceptance of the annual assessment.

The Covenant provides for the addition of an enhanced landscape maintenance zone for the maintenance of natural vegetation within the Alluvial Drainage Channel adjacent to the proposed trail. Development properties in Tract 6128 will pay the added assessment at the request of the developer. The enhanced, or added, maintenance will be the responsibility of the City but will be accomplished through an agreement with the Fresno Metropolitan Flood Control District.

FISCAL IMPACT

This project will add landscaping to the Landscape Maintenance District No. 1 of the City of Clovis shown as follows:

	<u>Tract 6128</u>	<u>Year to Date</u>
LMD Landscaping added:	0.280 acres	7.496 acres
Resource needs added:	0.028 person	0.750 person

The resource needs estimate is based on 1 person per 10 acres of landscaped area.


REASON FOR RECOMMENDATION


The property owners for the subject tract have requested annexation into the City of Clovis LMD No. 1.

ACTIONS FOLLOWING APPROVAL

Tract 6128 shall become a part of City of Clovis LMD No. 1 and will be assessed next year for maintenance costs.

Prepared by: Gene G. Abella, Assistant Engineer

Submitted by: 
Michael Harrison
Interim City Engineer

Recommended by: 
Dwight Kroll, AICP
Director of Planning
And Development
Services

RESOLUTION 17-__

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CLOVIS, CALIFORNIA,
APPROVING ANNEXATION TO LANDSCAPING MAINTENANCE DISTRICT NO. 1
OF THE CITY OF CLOVIS**

WHEREAS, City of Clovis Landscape Maintenance District No. 1 ("District") was formed by Resolution No. 85-78, adopted July 15, 1985, pursuant to Part 2 of Division 15 of the Streets and Highways Code (Landscape and Lighting Act of 1972), herein the "Act"; and

WHEREAS, all of the owners of property proposed to be annexed to the District consisting of proposed Tract No. 6128, as described in Exhibit "A" attached hereto and incorporated herein by reference, have consented to said annexation and such annexation may be ordered without notice and hearing or filing of engineer's report, or both.

NOW, THEREFORE, IT IS RESOLVED AND ORDERED, as follows:

1. That the public interest and convenience require that certain property described in Exhibit "A" attached hereto and by reference incorporated herein be annexed into Landscape Maintenance District No. 1 of the City of Clovis for the maintenance and servicing of landscaping facilities.

2. The City Clerk shall receive and file the maps showing the boundaries of the areas annexed as set forth in Exhibit "A" which boundaries shall be used for assessment proceedings until and unless a change of organization is approved pursuant to the Act.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 9, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

ATTACHMENT A

Exhibit "A"

LOTS 1 THROUGH 44, INCLUSIVE, OF TRACT MAP 6128, RECORDED IN VOLUME _____,
PAGES _____ THROUGH _____ OF TRACT MAPS, FRESNO COUNTY RECORDS.



AGENDA ITEM NO: CC-F-3

City Manager: 

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
FROM: Planning and Development Services Department
DATE: January 9, 2017
SUBJECT: Approval – Final Acceptance for CIP 13-25, Shaw Avenue Street Improvements
ATTACHMENTS: (A) Vicinity Map

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to accept the work performed as complete and authorize recording of the notice of completion.

EXECUTIVE SUMMARY

The project consisted of constructing a street overlay, approximately 0.50 mile, Shaw Avenue from Clovis Avenue to Sunnyside Avenue. The purpose of this project was preventive maintenance on an aging street to increase the life of the structural section by creating a new paved surface. The construction involved grinding the top 2 inches of the existing asphalt concrete pavement and replacing with a 2-inch asphalt concrete overlay. The work included partial reconstruction of asphalt concrete pavement, adjustments of existing facilities to finish grades, replacements of concrete curb returns, concrete median islands, traffic loop detectors, and traffic striping, modification of existing traffic signal, and miscellaneous improvements.

Staff has evaluated the project site for all design aspects within the scope of the project for compliance with the Americans with Disabilities Act (ADA) accessibility standards as of January 9, 2017. The project was constructed to meet ADA standards.

BACKGROUND

Bids were received and the project was awarded to the contractor, Emmett's Excavation, Inc., on July 19, 2016. The construction was completed in accordance with the construction documents and the contractor has submitted a request for acceptance of the project.

FISCAL IMPACT

1.	Award	\$ 605,153.00
2.	Cost increase resulting from differences between estimated quantities used for award and actual quantities installed.	16,499.29
3.	Contract Change Orders	\$ 0.00
4.	Liquidated Damages Assessed	\$ 0.00

Final Contract Cost	\$ 621,652.29
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REASON FOR RECOMMENDATION

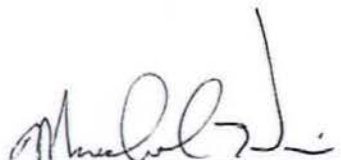
The Public Utilities Department, the City Engineer, the engineering inspector, and the project engineer agree that the work performed by the contractor is in accordance with the project plans and specifications, and has been deemed acceptable. The contractor, Emmett's Excavation, Inc., has requested final acceptance.

ACTIONS FOLLOWING APPROVAL

1. The notice of completion will be recorded; and
2. All retention funds will be released pursuant to Federal requirements and the *Prompt Payment of Funds Withheld to Subcontractors* clause of the Local Assistance Procedures Manual.

Prepared by: Thomas K. Cheng, Project Engineer

Submitted by:

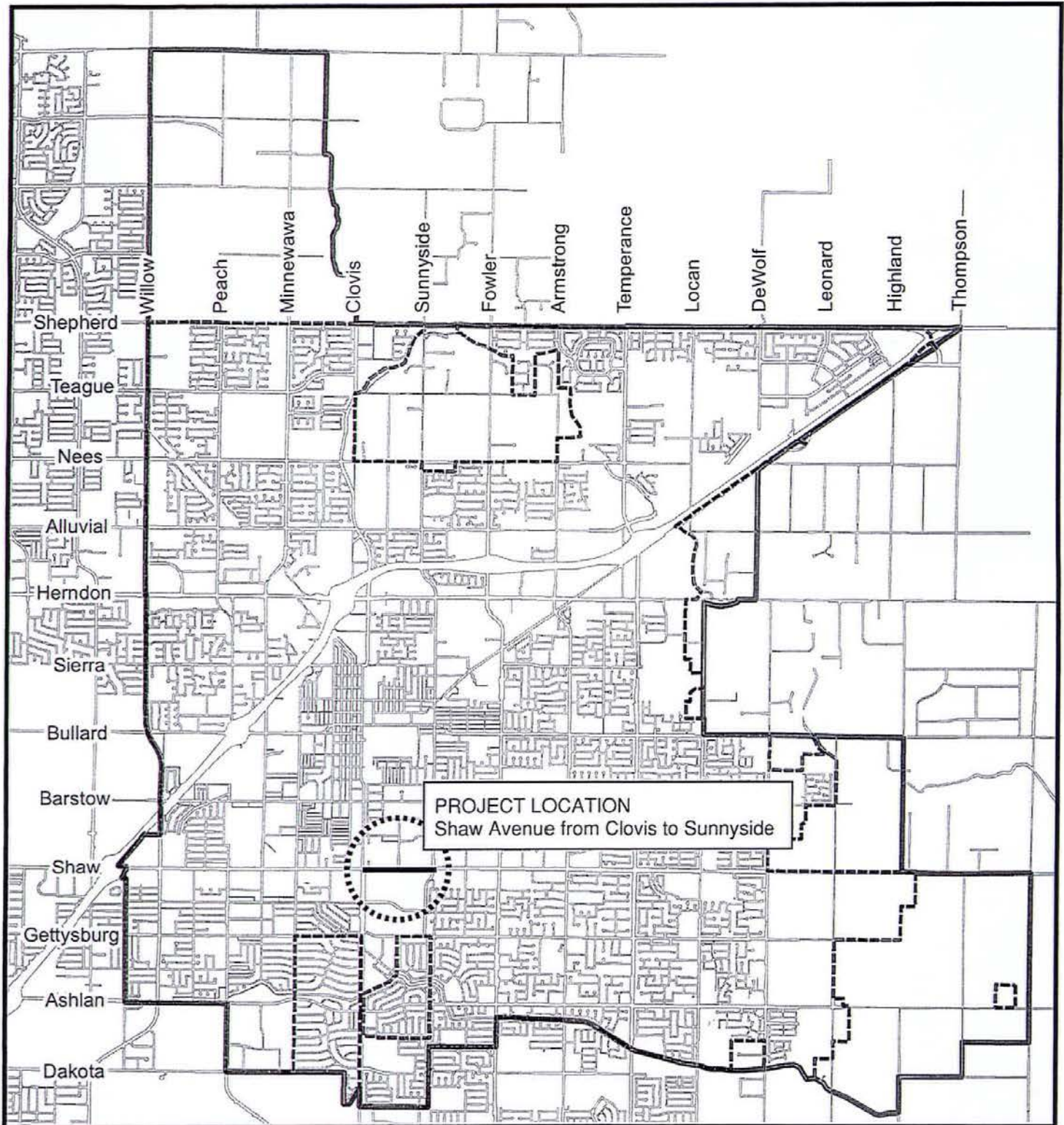

Michael J. Harrison
Interim City Engineer

Recommended by:


Dwight Kroll
Director of Planning and
Development Services

VICINITY MAP

CIP 13-25 Shaw Avenue Street Improvements



January 3, 2017

ATTACHMENT A

--- CITY LIMITS — SPHERE OF INFLUENCE



Prepared By: Thomas Cheng



AGENDA ITEM NO: CC-G-1
City Manager: LS

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Fire Department

DATE: January 9, 2017

SUBJECT: Approval – Res. 17-____, Amending the Fire Department Budget to reflect \$32,465 in grant funding awarded by the 2016 State Homeland Security Grant Program (SHSGP) to fund Fire Department equipment.

ATTACHMENTS: (A) Resolution No. 17-____
(B) Exhibit A – Budget Amendment

CONFLICT OF INTEREST

None

RECOMMENDATION

Authorize Resolution No. 17-____, Amending the Fire Department Budget to reflect \$32,465 in grant funding awarded by the 2016 State Homeland Security Grant Program (SHSGP) to fund Fire Department equipment.

EXECUTIVE SUMMARY

The 2016 State Homeland Security Grant Program (SHSGP) awards monies to enhance the ability of states, territories and urban areas to prepare for, prevent and respond to terrorist attacks and other major disasters. These funds are used for preparedness planning, equipment acquisition, training, exercises, management and administration.

Within this grant, Urban Search/Rescue (USAR) equipment, communication equipment and Hazardous Materials (HazMat) tools are specifically identified and funded as a method for communities to better prepare for and respond to emergencies. The City of Clovis Fire Department will utilize \$8,530 for USAR equipment, \$3,250 interoperable radio equipment, \$8,908 for HazMat tools, \$10,000 for training and \$1,109 for thermal imaging camera components.

BACKGROUND

As a member of the Local Area Approval Authority, Clovis Fire Department has received \$32,465 to support emergency preparedness and response equipment needs. The distribution of funds will be as follows: (A) \$8,530 of the award will go towards purchasing pneumatic hand tools essential in USAR responses; (B) \$3,250 of the award will be utilized to purchase an additional interoperable radio and docking components. Serving as a means to detect the seat of a fire or establish the location of victims in a smoke filled environment, TICs are instrumental in minimizing property/life loss; (C) \$1,109 will be used for a TIC charging base station; (D) \$8,908 will be used to place pneumatic hand tools on the USAR rig to support heavy debris removal during rescue operations; and (E) the final \$10,000 will assist in providing USAR training to existing team members to maintain skill currency.

FISCAL IMPACT


The Fire Department Emergency Preparedness, 63000-68420 Section, budget would be increased by \$32,465.

REASON FOR RECOMMENDATION

The SHSGP award has enabled the Fire Department to continue placing essential equipment into frontline service as outlined by the Governor's Office of Emergency Services.

ACTIONS FOLLOWING APPROVAL

(Briefly state what actions will follow.)

Prepared by: Chad Fitzgerald, Life Safety/Enforcement Manager 

Submitted by: 
John Binaski, Fire Chief

RESOLUTION 17-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS
TO THE 2016-2017 FIRE DEPARTMENT BUDGET**

WHEREAS, the City Council approved the 2016-2017 Budget on May 16, 2016; and

WHEREAS, the budget for the Fire Department did not include revenues associated with the State Homeland Security Grant Program (also known as SHSGP); and

WHEREAS, the Fire Department is responsible for providing public safety services including fire suppression; and

WHEREAS, the SHSGP provides an effective avenue to secure the necessary equipment needed by the Fire Department to effectively minimize the life/property loss and improve crew safety during fire suppression operations; and

WHEREAS, the purchase expense incurred by the Fire Department for equipment will be paid by SHSGP at a rate of 100% to meet the obligations of the SHSGP.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Clovis that the 2016-2017 Budget be amended as provided in Exhibit A for the "Summary of Expenditures Department and the "Summary of Expenditures Fund."

APPROVED:

Mayor

City Clerk

* * * * *

The foregoing Ordinance was introduced and adopted at a regular meeting of the City Council on January 9, 2017 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

City Clerk

EXHIBIT A

SUMMARY OF EXPENDITURE BY DEPARTMENT

Department

Fire (63000-68420)	\$32,465
Total Expenditures by Department	\$32,465

SUMMARY OF EXPENDITURES BY FUND

Fund

General Fund (63000-45043)	\$32,465
Total Expenditures by Fund	\$32,465



AGENDA ITEM NO: 1-A

City Manager: *[Signature]*

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 9, 2017

SUBJECT: Consider Approval – Res. 17-____, Authorizing a revised Neighborhood Park Deposit program within the Loma Vista Specific Plan area

ATTACHMENTS: Res. 17-_____

(A) Copy of BIA email

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve Res. 17-____, which will revise the Neighborhood Park Deposit (NPD) requirements within the Loma Vista Specific Plan area (Loma Vista) to provide for area wide participation in neighborhood parks and paseo costs.

EXECUTIVE SUMMARY

The NPD was established in Loma Vista to be administered on a quarter section basis to provide for cost sharing of the neighborhood parks and paseos within each quarter section. Due to wide variations in the cost per dwelling unit among the various quarter sections within Loma Vista, the BIA has requested that staff develop an alternative methodology for development within Loma Vista to share the cost for these facilities. Staff is requesting that council considers approval of a new policy that would spread the cost uniformly among all new residential units within Loma Vista.

BACKGROUND

The NPD program was developed, in general, to be administered on a quarter section basis for the purpose of providing for cost sharing of neighborhood parks and paseos

within each quarter section. This methodology for sharing cost creates some difficulties and potential inequities, including the following:

- The participation amounts for early developments within each quarter section are based on estimated costs of the improvements and estimates of number of units that will eventually participate in the costs. As a result, funds contributed by each development are held until the quarter section is mostly developed so that credit can be appropriately distributed among the various developers within the quarter section.
- Each quarter section has a unique amount of park facilities and number of units, causing the deposit per residential unit to vary widely among the various quarter sections in the plan area with some areas not participating at all.
- Due to the length of time that it may take for the improvements within a quarter section to be developed, costs inflate substantially and the later developments tend to bear a larger proportion of the cost, especially when there is a substantial proportion of improvements left to be completed.

City staff has reevaluated the basis for the cost sharing program at the request of the BIA and believes that there is an adequate nexus to justify converting the program to share cost among all development within Loma Vista.

- Each quarter section is connected through a network of paseos, trails, and streetside sidewalks, providing a benefit that is accessible to all development within Loma Vista.

In making the transition from the existing program to the new program, there are many projects that have already received entitlements and have an expectation of a certain level of participation. In some cases, the new program will impose a higher burden than would previously have been expected. In other cases, the burden will be lower. So, in order to make the transition equitable, the following implementation steps will be taken:

1. Completed and accepted improvements will be reconciled to the amount of funds collected within each quarter section within Loma Vista based on progress made to date. Payments will be made where funds are available to those developers that provided improvements in excess of the required participation. Reimbursements that exceed the available funds will be placed on a waiting list and paid as funds become available on a first accepted, first paid basis.
2. Recorded maps and entitlements approved by the effective date of this policy will be allowed to pay the lowest rate when comparing the prior quarter section methodology and the proposed Loma Vista area-wide uniform participation methodology.
3. The estimated cost to complete the remaining improvements and the costs on the waiting list will be pro-rated, per unit, based on the estimated number of remaining units within the Loma Vista.
4. The NPD will become an area-wide uniform amount within the Loma Vista area, allowing collection, credits, and reimbursements to function in a manner similar to the Street Fee program for the same area.

5. Entitlements that are approved after the effective date of this policy, including remapping or other entitling of existing entitled areas, will be required to pay the new uniform participation rate.

Mitigation Fee Act (Government Code Sections 66000-66024)

Section 66001 of the Government Code requires that the City shall do all of the following at the time that it establishes, increases or imposes a fee as a condition of approval of a development project:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put (identify the public facilities to be constructed)
3. Determine how there is a reasonable relationship (nexus) between the fee and the type of development project on which the fee is imposed.
4. Determine how there is a reasonable relationship (nexus) between the need for the public facility and the type of development project on which the fee is imposed.

The revisions to Neighborhood Park Deposit program have taken additional measures in order to be evaluated in this same manner.

Items 1 and 2 are met as follows:

- The purpose of the program and the use of the funds are to provide for a cost sharing program for the neighborhood parks and paseos within each quarter section as identified in the Loma Vista Specific Plan.

Items 3 and 4 are met through multiple actions taken by the City Council such as:

- The General Plan.
- Adoption of the Loma Vista Specific Plan.
- The method by which fee rates are established which evaluates the cost of improvements identified in the various adopted plans and distributes that cost among the developable residential properties within the Loma Vista area in rough proportion to their impact on, or need for, the public facilities.
- Each quarter section is connected through a network of paseos, trails, and street side sidewalks, providing a benefit that is accessible to all development within Loma Vista.

County Developments

The Memorandum of Understanding (MOU) between the City of Clovis, the County of Fresno, and the Clovis Community Development Agency includes a provision for county developments within the Clovis sphere of influence. The agreement states the following:

"CITY development fees shall be charged for any discretionary development applications to be approved by the COUNTY within the CITY'S sphere of influence. To establish or amend CITY development fees, CITY shall conduct a public hearing and notify property owners in accordance with State Law. At the

conclusion of that hearing, CITY shall adopt a resolution describing the type, amount, and purpose of CITY fees to be requested for COUNTY adoption."

"CITY shall transmit the adopted resolution to the COUNTY for its adoption of the fees. CITY shall include a draft ordinance for COUNTY'S adoption with appropriate supporting documentation or findings by the CITY demonstrating that the fees comply with Section 66000 of the Government Code and other applicable State Law requirements. . . ."

The resolution under consideration includes a statement of finding that the Neighborhood Park Deposit program is in compliance with the Government Code and describes the type, amount and purpose of the funds by reference to the Master Development Fee Schedule and the Loma Vista Specific Plan. This resolution will be transmitted to the County of Fresno for adoption upon approval by Council. The portions of the Master Development Fee Schedule that are dependent upon adoption of the resolution revisions would be effective 60 days following Council's action.

FISCAL IMPACT

There is no fiscal impact to the City. Any reimbursements which may become due as a result of this policy shall be subject to funds available in the Neighborhood Park Deposit Fund. The per-unit obligation will be consistent throughout the Loma Vista area instead of varying per quarter section. Various quarter sections will have an obligation when they did not before.

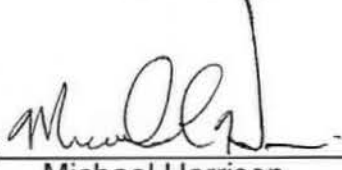
REASON FOR RECOMMENDATION

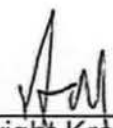
The revised cost sharing program for neighborhood parks and paseos provides a more even distribution of system cost to the benefitting properties than the existing program. The new program also provides for more timely reimbursement to developers and will be much less resource intensive to administer.

ACTIONS FOLLOWING APPROVAL

1. Staff will notify the development community and implement the revised program rates on March 10, 2017.
2. Staff will proceed with getting the fees adopted by the Fresno County Board of Supervisors.

Prepared by: Sean Smith, Interim DRU Manager

Submitted by: 
Michael Harrison
Interim City Engineer

Recommended by: 
Dwight Kröll, AICP
Director of Planning and
Development Services

RESOLUTION 17-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS REVISING THE
NEIGHBORHOOD PARK DEPOSIT PROGRAM IN LOMA VISTA**

WHEREAS, All residential development within the Loma Vista Specific Plan Area (Loma Vista) is subject to a requirement for participation in the cost of neighborhood parks, and

WHEREAS, the current program for accomplishing neighborhood park participation assigns cost only in quarter sections where planned neighborhood park and paseo facilities are located, and

WHEREAS, it has been determined that all residential development within Loma Vista derives benefit from the system of parks and paseos within Loma Vista, and

WHEREAS, the City has reevaluated the cost sharing program and has determined that there is an adequate nexus for converting the program to provide for cost sharing among all residential development within Loma Vista, and

WHEREAS, the Building Industry Association, representing a substantial proportion of developers in Clovis, is in support of a revised program, and

WHEREAS, the first amendment to the memorandum of understanding between the County of Fresno, the City of Clovis, and the Clovis Community Development Agency (MOU) requires that the City adopt a resolution describing the type, amount, and purpose of City fees to be requested for County adoption; and

WHEREAS, the MOU further requires the City make findings demonstrating that the fees comply with Section 66000 of the Government Code and other applicable State law; and

WHEREAS, Section 66001 of the Government Code requires that the City shall do all of the following at the time that it establishes, increases or imposes a fee as a condition of approval of a development project:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put (identify the public facilities to be constructed)

3. Determine how there is a reasonable relationship (nexus) between the fee and the type of development project on which the fee is imposed.
4. Determine how there is a reasonable relationship (nexus) between the need for the public facility and the type of development project on which the fee is imposed; and

WHEREAS, the revisions to Neighborhood Park Deposit program have taken measures in order to be evaluated in this same manner as an impact fee. Items 1 and 2 (above) are met because the purpose of the program and the use of the funds are to provide for a cost sharing program for the neighborhood parks and paseos within each quarter section as identified in the Loma Vista Specific Plan. Items 3 and 4 (above) are met through multiple actions taken by the City Council such as:

- Adoption of the General Plan
- Adoption of the Loma Vista Specific Plan
- The method by which fee rates are established which evaluates the cost of improvements identified in the adopted plans and distributes that cost among the developable residential properties within the Loma Vista area in rough proportion to their impact on, or need for, the public facilities
- Each quarter section is connected through a network of paseos, trails, and street side sidewalks, providing a benefit that is accessible to all development within Loma Vista

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis as follows:

1. All residential development within Loma Vista shall be required, as a condition of development, to participate equally, on a per dwelling unit basis, in the cost of the neighborhood park and paseo system within Loma Vista.
2. Participation may be provided by providing land and/or improvements for the planned neighborhood park and paseo system or by providing cash in lieu.

3. The per unit participation amount shall be established on an annual basis, or as often as the City development impact fees are updated and shall be based on the total estimated cost of the total program distributed among the estimated dwelling units within Loma Vista.
4. The provisions of this Resolution shall not in any way affect provisions of any Resolution or Ordinance of the City.
5. This Resolution will not be effective prior to 60 days following adoption and continue in force until amended by the City Council.
6. The types, amounts, and purposes of the program to be adopted by the County of Fresno are indicated on the Master Development Fee Schedule (Exhibit "A") and in the Clovis Municipal Code and the City Council of the City of Clovis does hereby find that this program is in compliance with applicable state laws including Section 66000 of the Government Code.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 9, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

Sean Smith

From: Mike <mikep@biafm.org>
Sent: Thursday, October 06, 2016 2:04 PM
To: Sean Smith
Cc: Mike Harrison
Subject: Neighborhood Park Deposit Policy

Sean: My Board approved support for the revised Neighborhood Park Deposit Policy that you sent to me last month that makes the fee area-wide and the already approved maps will have the option to pay either the new area-wide fee or their current fee, whichever is less.


Mike Prandini
President & CEO
BIA of Fresno/Madera Counties
420 Bullard, Ste. 105
Clovis, CA 93612

Ph: (559) 226-5900
FAX: (559) 324-8237
Cell: (559) 779-5838
Look for NAHB Member Discounts at www.nahb.org/ma

ATTACHMENT A



AGENDA ITEM NO: 1-B

City Manager: 

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 9, 2017

SUBJECT: Consider Approval of core area sewer major facilities fee reduction pursuant to Resolution 13-122, the City's Core Area Fee Reduction Program, for the proposed residential project located at the southwest corner of Santa Ana Avenue and Sierra Vista Parkway (Related applications GPA 2016-08 and R 2016-09 were heard and approved on November 14, 2016).

ATTACHMENTS: (A) Resolution 13-122

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to Consider Approval of core area sewer major facilities fee reduction pursuant to Resolution 13-122, the City's Core Area Fee Reduction Program, for the proposed residential project located at the southwest corner of Santa Ana Avenue and Sierra Vista Parkway (Related applications GPA 2016-08 and R 2016-09 were heard and approved on November 14, 2016).

EXECUTIVE SUMMARY

Staff produced preliminary fee estimates in 2014 for a prospective development at Santa Ana and Sierra Vista Avenues. These estimates discounted the sewer major facilities fees based solely on the project location being in the core area, however, staff did not take into consideration that the reduced fee program required evaluation at a GPA request. The property owner submitted project applications, largely on the basis of these estimates, and the City Council subsequently approved GPA 2016-08 and

Rezone 2016-09 on November 14, 2016. Resolution 13-122, which established the Core Area Fee reduction program, required evaluation of the fee reduction as part of the GPA discussion. This evaluation was not considered at the hearing and staff is requesting that the City Council now consider the applicability of a fee reduction for the project in accordance with the resolution.

BACKGROUND

In 2013, the City Council approved Resolution 13-122 authorizing the elimination of certain development fees, including the sewer major facilities fees, for all projects within the core area. The core area is defined as all areas within the City lying south of Sierra Avenue and west of Locan Avenue. The purpose was to incentivize infill development with emphasis on job generating uses within these areas.

One of the provisions of the program was a limit to the sewer major facilities fee reduction benefit for projects that are considered "High Users" defined as follows:

- Non-residential projects are not to exceed specified sewer production numbers according the planned developments type (retail, industrial, or office)
- Residential projects are not to exceed current general plan density with the caveat that higher densities are to be evaluated during the GPA process and the project "may be required to pay higher sewer fees".

While the criteria for evaluating residential projects was left to some discretion in the language of the resolution, it could be surmised that any reduction would be based, quantitatively, on a comparison of the sewage production for the proposed project with that of the general plan designation. Other, more subjective considerations may have included less tangible project merits that fulfill the intent of the incentive program and provide some value for the City.

For the subject residential project, early fee estimates were produced and provided to the developer showing the full core reduction benefit for sewer major facilities fees. The amount of the benefit given on these preliminary estimates was \$1.8 million. The developer proceeded with entitlement applications, partly on the basis of the preliminary estimates which were not revisited during the course of the application process. Due to this oversight by staff, the General Plan Amendment (GPA 2016-08) was approved by the City Council without the fee reduction evaluation. Staff is now bringing the issue back to Council for discussion and evaluation so that the applicability of a fee reduction for this infill project can be properly considered.

Had the project been evaluated with the GPA for applicability of a fee reduction, some of the items Council might have considered in evaluating and quantifying any fee reduction could have included:

- Project does not introduce an unaccounted for impact to existing planned system capacity. This is due to the fact that the assumed sewage production for the parcel was based on high density residential production rates.
- Sewer utilization per residential unit on new and existing projects is currently considerably lower than assumed in the existing sewer master plan.
- In the developed mixed use areas along the Shaw Avenue corridor, residential unit capacity is under-utilized.
- Does the project displace viable job generating property?

Staff is recommending that some level of fee reduction is warranted if it is based on a rational formula that fits the intent of the Fee Reduction Program and does not provide one developer more incentive than would be granted to another under the program. Staff suggests that limiting the benefit to the equivalent units that could have been constructed under the prior general plan designation falls within the intent of the program. Also, as the new sewer master plan is being developed, we are finding that sewer utilization among the various development types has decreased since the previous plan was prepared. Council may wish to consider using lower sewer utilization rates as the basis for establishing the maximum benefit. For reference, the following are calculations of the benefit based on the old and estimated new sewer utilization rates.

- Using the existing sewer master plan assumptions for sewer utilization per unit of 220 gpd, the credit would be 77 units (\$647,000).
- Using the new sewer utilization rates of 142 gpd/unit, the credit would be 119 units (\$999,000).

Council may also wish to consider providing additional or full benefit to this project based on project merits that may be less easily quantified.

It should be noted that, in addition to any sewer major facilities fee reduction, the project is also receiving core area reductions exceeding \$757,000 on streets, fire, police, and parks fees. These are already reflected in the previous estimates and the Core Fee Reduction resolution has no limitation provisions on those fee categories.

CORE FEE REDUCTION PROGRAM STATUS

When the Core Area Fee Reduction Program was implemented in 2013, it carried a provision for reevaluation of the program by staff at the end of 5 years or when 500 equivalent units are developed. We are now three years into the program and, with this project, 500 developed units will be exceeded. Staff will be returning to Council soon with an item to consider the effectiveness and value of the program and to what extent the program should continue.

FISCAL IMPACT

As with every project that received the benefit of reduced or eliminated sewer major facilities fees, there is an impact to the major facilities fee program. For the subject project, the total sewer major facilities fee obligation would be \$1.8 million. Since the current bond debt for sewer major facilities requires that approximately 700 - 800 new units per year pay into the program in order to make the annual payments, any forgiveness of fees represents a gap in funding that can never be recovered and cannot be made up by increasing fees on projects in other areas. Conversely, if the amount of the fees is so prohibitive as to curtail development, it is also possible that fee collections from certain properties would not be realized anyway. The loss of funds, as limited by the resolution, was anticipated and accounted for when the City adopted the Core Area Fee Reduction Resolution.

REASONS FOR RECOMMENDATION


The fee reduction evaluation for this project, as required by Resolution 13-122, did not occur with consideration of GPA 2016-08. Staff believes there is some discretion provided for residential projects in the Resolution and some level of sewer major facilities fee reduction is appropriate.

ACTIONS FOLLOWING APPROVAL

Staff will implement Council direction.

Prepared by: Michael Harrison, Interim City Engineer

Submitted by: 
Michael Harrison
Interim City Engineer

Recommended by: 
Dwight Kroll, AICP
Director of Planning and
Development Services

RESOLUTION 13-122

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS AUTHORIZING THE REDUCTION OF DEVELOPMENT IMPACT FEES FOR IN- FILL DEVELOPMENT IN THE CORE AREA SOUTH OF SIERRA AVENUE AND WEST OF LOCAN AVENUE

The City Council of the City of Clovis resolves as follows:

WHEREAS, there is approximately 730 acres of in-fill property available for development in the core area (map attached as Exhibit "A") of the City of Clovis; and

WHEREAS, the cost of developing smaller in-fill parcels is prohibitive and assembling parcels for development in the core area is difficult; and

WHEREAS, the reduction of development impact fees will make development on in-fill property more economically feasible; and

WHEREAS, the City will benefit from the development of in-fill property by reducing blight and utilizing infrastructure that is already in place; and

WHEREAS, use of available in-fill property provides for the development of approximately 2,300 units while not geographically extending the need for public safety services;

WHEREAS, other service areas or service users will not see increased fees because of the core area reduction; and

WHEREAS, attracting new businesses and encouraging existing businesses to expand will increase job opportunities in the community.

NOW THEREFORE, in order to stimulate development in the core area of the City, the City Council of the City of Clovis hereby resolves, determines, and orders the reduction of fees as set forth in Exhibit "B".

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on September 16, 2013, by the following vote to wit:

AYES: Councilmembers Armstrong, Flores, Whalen, Mayor Ashbeck
NOES: None
ABSENT: None
ABSTAIN: Councilmember Magsig

Dated: September 16, 2013



Mayor



City Clerk



EXHIBIT "B"

REDUCTION OF DEVELOPMENT IMPACT FEES IN THE CORE AREA OF THE CITY OF CLOVIS

The City's currently adopted Development Impact Fees ("Fees") shall be reduced for those properties in the core area south of Sierra Avenue and west of Locan Avenue subject to the following criteria:

1. All parcels with active tentative or final maps or site plan reviews upon which a building permit has not been pulled as of the effective date of this resolution are eligible for the fee reductions.
2. All new projects approved after the effective date of this resolution shall be eligible for the fee reductions.
3. The development fees for eligible projects within the core area shall be set at the following rates:

Sewer Major Facilities Fee	\$0
Parks Fee	\$0
Fire Department Fee	\$0
Police Department Fee	\$0

Street Fees

Area 2	Basis of Charge	Outside Travel Lane	Center Travel Lane	Traffic Signals	Bridges	Quadrant Intersections	Total
SFR - Rural (0 - 0.5)	Gr. Ac.	\$274	\$5	\$75	\$33	\$30	\$417
SFR - Very Low Density (0.6 - 2)	Gr. Ac.	\$548	\$10	\$150	\$65	\$61	\$834
SFR - Low Density (2.1 - 4)	Gr. Ac.	\$2,193	\$40	\$599	\$260	\$222	\$3,314
SFR - Medium Density (4.1 - 7)	Gr. Ac.	\$3,015	\$56	\$824	\$358	\$305	\$4,558
MFR - Medium High Density (7.1 - 15)	Gr. Ac.	\$3,618	\$67	\$989	\$430	\$366	\$5,470
MFR - High (15.1 - 25)	Gr. Ac.	\$6,579	\$121	\$1,798	\$781	\$665	\$9,944
MFR - Very High (25.1 - 43)	Gr. Ac.	\$9,868	\$182	\$2,698	\$1,172	\$997	\$14,917
Retail	1000 bldg sf	\$865	\$16	\$237	\$103	\$87	\$1,308
Office, Public Facilities	1000 bldg sf	\$395	\$7	\$108	\$47	\$40	\$596
Industrial, Mini Storage	1000 bldg sf	\$106	\$2	\$29	\$13	\$11	\$161
Schools	1000 bldg sf	\$692	\$13	\$189	\$82	\$70	\$1,046
Churches	1000 bldg sf	\$395	\$7	\$108	\$47	\$40	\$596

Area 3	Basis of Charge	Outside Travel Lane	Center Travel Lane	Traffic Signals	Bridges	Quadrant Intersections	Total
SFR - Rural (0 - 0.5)	Gr. Ac.	\$51	\$0	\$143	\$0	\$30	\$224
SFR - Very Low Density (0.6 - 2)	Gr. Ac.	\$102	\$0	\$286	\$0	\$61	\$449
SFR - Low Density (2.1 - 4)	Gr. Ac.	\$407	\$0	\$1,142	\$0	\$222	\$1,771
SFR - Medium Density (4.1 - 7)	Gr. Ac.	\$559	\$0	\$1,570	\$0	\$305	\$2,434
MFR - Medium High Density (7.1 - 15)	Gr. Ac.	\$671	\$0	\$1,884	\$0	\$366	\$2,921
MFR - High (15.1 - 25)	Gr. Ac.	\$1,221	\$0	\$3,426	\$0	\$665	\$5,312
MFR - Very High (25.1 - 43)	Gr. Ac.	\$1,831	\$0	\$5,139	\$0	\$997	\$7,967
Retail	1000 bldg sf	\$161	\$0	\$451	\$0	\$87	\$698
Office, Public Facilities	1000 bldg sf	\$73	\$0	\$205	\$0	\$40	\$319
Industrial, Mini Storage	1000 bldg sf	\$20	\$0	\$55	\$0	\$11	\$86
Schools	1000 bldg sf	\$128	\$0	\$360	\$0	\$70	\$559
Churches	1000 bldg sf	\$73	\$0	\$205	\$0	\$40	\$319

4. Reduced rates for sewer major facilities, parks, fire, and police fees shall apply to any property located within boundaries identified on the attached map (Exhibit "A"). The

north boundary between Sunnyside and Fowler Avenues shall be the easterly prolongation of the centerline of Sierra Avenue west of Sunnyside Avenue. For parcels that are bisected by the boundary, only buildings lying entirely within the boundary shall be eligible for the fee reductions.

5. Reduced rates for street fees shall apply to any property located within street fee service area 2 or 3.
6. At five years or 500 units developed (whichever comes first) the fee reduction impact will be reevaluated by staff and a recommendation will be made to Council regarding continuation of the reduction.
7. The proposed use must not exceed estimated sewer demands as follows:

	Sewer
Industrial	0.001 MGD ¹ / Acre ²
Office	0.0012 MGD / Acre
Retail	0.0014 MGD/Acre
Residential	Development at current General Plan density. ³

Table 1

The developer will be required to estimate its demand and demonstrate that the demand is consistent with industry standards.

Any proposed development with estimated demand above these numbers will be considered "High Users". High Users will not be entitled to the reduction of sewer fees but may be entitled to a percentage reduction in the fees depending and based upon the percentage their demand exceeds the limits noted above. The fee suspension for users exceeding these thresholds will be calculated by the following formula:

$$(2 - \text{Actual Demand}/\text{Demand Limit from Table 1}) \times 100 = \text{fee reduction percentage}^4$$

For example, if an industrial developer proposed a project that estimated 0.00125 MGD/Acre of sewer and 1.75 AF/Acre of water:

- The sewer fee reduction would be $(2 - 0.00125/0.001) \times 100 = 75\%$ fee reduction

¹ Million Gallons per Day (MGD)

² Acre Foot (AF) = 43,560 cubic feet = 325,000 gallons

³ For projects with densities higher than the current General Plan designation, the fee reduction will be evaluated during the General Plan amendment process and the project may be required to pay higher sewer fees.

⁴ This formula only applies to demands greater than the demand limits established in Table 1 and no more than twice these demand limits. Users with demand twice the demand limits or greater are not eligible for a fee reduction



AGENDA ITEM NO: 1 - C
City Manager: LS

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Fire Department

DATE: January 9, 2017

SUBJECT: Consider Approval - Res. 17-____, Adopting the City of Clovis Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP) and respective annexes.

ATTACHMENTS: Resolution
(A) Exhibit A – City of Clovis Emergency Operations Plan
(B) Exhibit B – City of Clovis Continuity of Operations Plan

CONFLICT OF INTEREST

None

RECOMMENDATION

Approve Res. 17-____ Adopting the City of Clovis Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP) and respective annexes.

EXECUTIVE SUMMARY

The City of Clovis EOP has been in effect since 1997. With significant changes in emergency management at the Federal and State level, the City EOP no longer aligns with local requirements or best practices. In May 2016, the City of Clovis entered into an agreement with Michael Baker International for the development of a comprehensive EOP and COOP. In order for the EOP and COOP plans to become the official operating manuals for the City of Clovis, the City Council must first adopt the EOP and COOP in their entirety.

BACKGROUND

The protection of life and property before, during and after a disaster is an inherent responsibility of the Local, State and Federal governments. Therefore, a comprehensive EOP has been prepared to ensure the most effective and economical use of all resources (material and personnel) for the maximum benefit and protection of the City's population in a time of emergency.

Basic tenets of emergency preparedness are self-help and mutual aid. The policies, principles, concepts and procedures contained in this plan are designed to provide the basis for the City's emergency organization and emergency operations. The objectives of the EOP are to incorporate emergency management activities and objectives during peacetime and emergencies.

Mitigation and preparedness are peacetime phases of emergency services. Mitigation is taking action to strengthen facilities, abatement of nearby hazards and reducing the potential damage either to structures or their contents. The preparedness phase involves activities taken in advance of an emergency. Personnel identified in the EOP will be trained to become acquainted to its activation and execution.

The response and recovery phase of the EOP has an emphasis on saving lives, controlling the situation and minimizing the effects of the disaster. Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. The EOP incorporates all the facilities and personnel of the City into an efficient organization capable of reacting swiftly and adequately in the face of any disaster whether it is a local emergency or to assist other jurisdictions should they suffer an emergency.

The purpose of the COOP is to allow Clovis to continue to provide essential services to the community in the event of a total or partial loss of its facilities, infrastructure (utilities, public safety roads, etc.) and/or available personnel. The COOP prioritizes essential functions (those where even a temporary interruption would negatively impact the City's ability to provide for the safety of the public and fulfill the requirements of laws, statutes or ordinances). Non-prioritized functions may be temporarily curtailed for the period of COOP operations. The COOP enables Clovis to identify, locate, access, organize and utilize necessary resources to preserve the provision of vital services that support the continuation of essential functions.

FISCAL IMPACT

Adopting the EOP and COOP provides Clovis the essential documents necessary to effectively manage a large scale disaster thereby saving lives, reducing business losses and maximizing federal/state reimbursement for costs expended during an event.

REASON FOR RECOMMENDATION

The cost to address the effects of disasters is greater than advance planning and mitigation. The most meaningful steps in avoiding the impacts of hazards are taken at the local level with a focus on a sustained program of planning and implementation. Adoption of the EOP and COOP is an efficient use of staff and resources.

ACTIONS FOLLOWING APPROVAL

Staff will participate in a tabletop exercise utilizing the newly adopted EOP and COOP.

Prepared by: Chad Fitzgerald, Emergency Preparedness Manager 

Submitted by: 
John Binaski, Fire Chief

RESOLUTION 17-__

A RESOLUTION OF THE CITY COUNCIL OF CLOVIS, ADOPTING THE 2017 EMERGENCY OPERATIONS PLAN UPDATE AND CONTINUITY OF OPERATIONS PLAN.

WHEREAS, the City of Clovis recognizes that planning and preparing for emergencies in advance can reduce potential harm to people and property within our community from the threat of natural or human-caused events such as earthquake, fire, flood, terrorism or other hazards; and

WHEREAS, the City of Clovis recognizes the importance of a unified and consistent system to prepare for, respond to and recover from disasters and emergencies; and

WHEREAS, an Emergency Operations Plan and Continuity of Operations Plan provide the framework for emergency response and emergency management in the City of Clovis during disasters; and

WHEREAS, the overall objective of emergency management for the City of Clovis is to ensure effective management of response forces, provide for community recovery and the continuity of services for the citizens of Clovis; and

WHEREAS, the City of Clovis emergency management program is committed to provide effective life safety measures, while reducing property loss and damage to the environment.

NOW THEREFORE, BE IT RESOLVED by the City Council of Clovis that the City Council adopts the 2017 Emergency Operations Plan as provided in Exhibit A and the Continuity of Operations Plan as provided in Exhibit B.

APPROVED:

Mayor

City Clerk

* * * * *

The foregoing Ordinance was introduced and adopted at a regular meeting of the City Council on January 9, 2017 by the following vote, to wit:

AYES:

NOES:

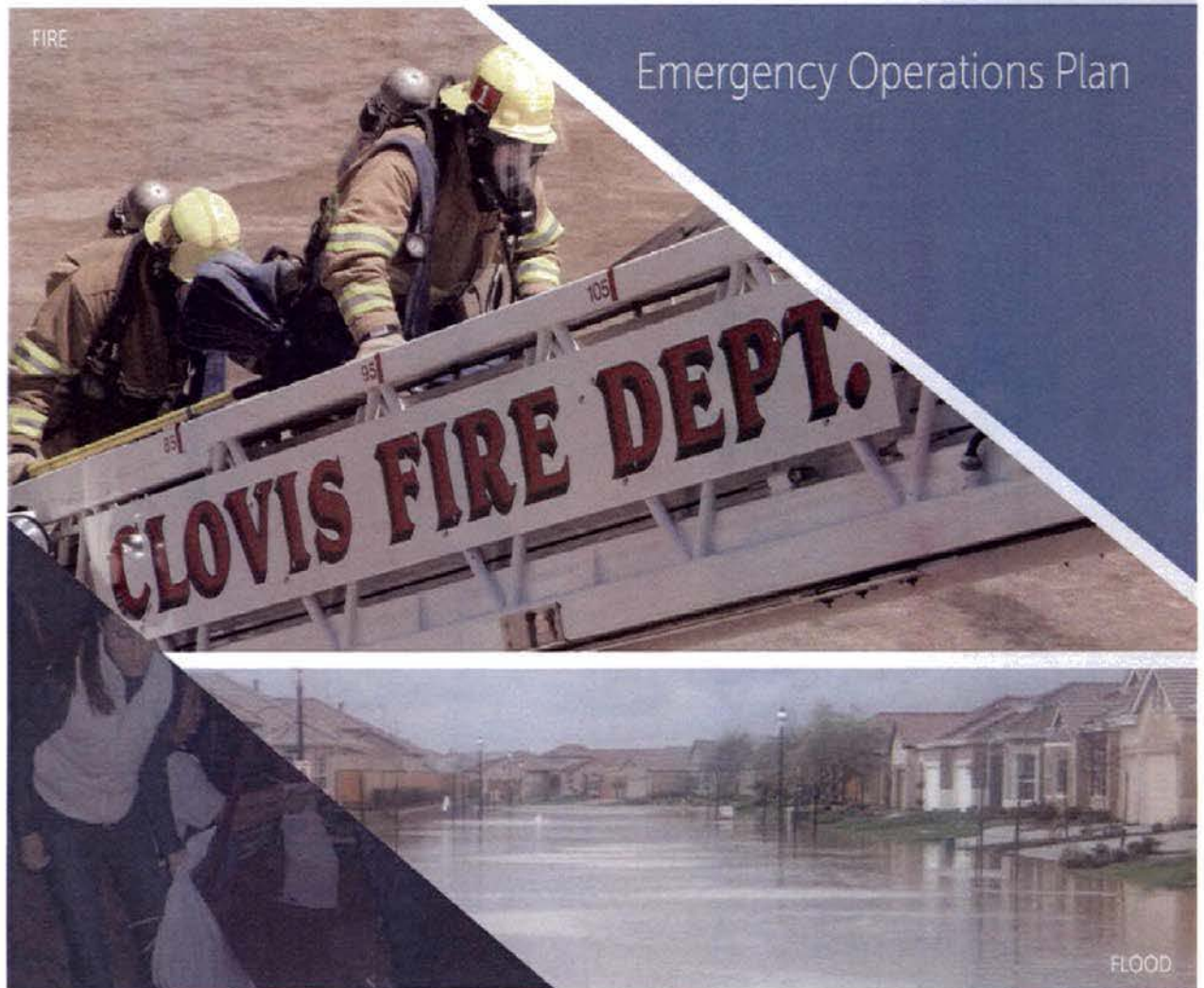
ABSENT:

ABSTAIN:

DATED:

City Clerk

CITY OF CLOVIS



2016



FOREWORD

This Emergency Operations Plan (EOP) addresses the City of Clovis, CA planned response to emergency/disaster situations associated with natural disasters, technological incidents, and national security emergencies. The operational concepts reflected in this plan focus on large-scale events.

This plan is a preparedness document – designed to be read, understood, and exercised prior to an emergency/disaster. The plan incorporates the concepts and principles of the California Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and the Incident Command System (ICS) into the emergency operations of the City of Clovis. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities.

This plan provides basic planning information. City departments should prepare standard operating procedures (SOPs) and, in most cases, more detailed checklists that will describe their internal operations under emergency/disaster conditions.

This Plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).

PLAN CONCURRENCE

Department/Agency	Title	Name	Signature of Representative	Date
City Council	City Manager	Rob Wooley		
City Council	Assistant City Manager/City Clerk	John Holt		
Fire Department	Fire Chief	John Bianski		
Police	Police Chief	Matt Basgall		

LETTER OF PROMULGATION

City Council Resolution

RESOLUTION NO: XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS

ADOPTING THE CITY OF CLOVIS EMERGENCY OPERATIONS PLAN (EOP) AND APPROVING SUBMITTAL OF THE CLOVIS EOP TO THE STATE OF CALIFORNIA OFFICE OF EMERGENCY SERVICES BY ADD DATE

WHEREAS, the City of Clovis EOP meets all federal and state criteria as described in the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) developed by the State Office of Emergency Services (OES): and

Whereas, the City of Clovis EOP describes how the City of Clovis will manage and respond to major emergency incidents, including a system of organization consisting of clear designations of distinct functions which must be conducted during a disaster: assignment of each distinct function which must be conducted during a disaster; assignment of each distinct function to City departments; and guidelines for performance of the distinct functions by the departments; and

The City of Clovis EOP describes the method of requesting mutual aid resources from the County, State and Federal Governments when needed and is one of the eligibility requirements for Federal funding of Emergency Services staff positions is submittal of the City of Clovis EOP to the State of California OES by

ADD DATE; and

Whereas, the original City of Clovis EOP was written by City representatives from each department and coordinated by the Assistant City Manager. It has been reviewed and approved by all City department heads.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clovis does hereby approve and adopt the Clovis EOP dated ADD DATE.

Approved and Adopted on the ADD DATE

ADD SIGNATURE

Robert Woolley, City Manager

PLAN DISTRIBUTION

[illegible]

PLAN REVISIONS

Date	Section	Description
Aug 2016	Throughout	Updated and reformatted plan to be consistent with FEMA CPG 101 and CalOES Crosswalk
Aug 2016	Annex C	Attached table "Hazard Categories" within the community risk assessment portion of the EOP
Aug 2016	Part 1	Included City of Clovis Map
Aug 2016	Annex A	Inserted EOC Staffing Chart that reflects respective functions within each section
Aug 2016	Appendix 1	Added description and function for the recovery phase
Aug 2016	Tab 1	EOC checklists for the respective sections added as tabs
Aug 2016	Annex A	Included language similar to the "Administrative Section" attachment to provide a basic overview of EOC operations
Aug 2016	Annex A	Eliminated Figure 4 EOC Messaging
Sep 2016	Annex A	Revised Figure 2-EOC Organizational Chart
Sep 2016	Annex A	Revised Level 1-3 Staffing Charts
Sep 2016	Annex A	Revised Org Charts for EOC Sections and added specific departments
Sep 2016	Appendix 2	Prepared and inserted Clovis Transit Emergency Plan
Sep 2016	Appendix 3	Added Emergency Flood Control Procedures
Sep 2016	Appendix 4	Added Extreme Heat Contingency Plan
Sep 2016	Throughout	Addressed all comments from first draft review and Clovis Conference Call (7 Sep)
Sep 2016	Cover	Revised Cover using Clovis unique images

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PART 1. BASIC PLAN

PURPOSE

The Basic Plan addresses the planned response for the City of Clovis to emergencies associated with disasters, technological incidents or other dangerous conditions created by either man or nature. It provides an overview of operational concepts, identifies components of the City Emergency Management Organization, and describes the overall responsibilities of Local, State and Federal entities. It provides an overview of operational concepts, identifies components of the City's emergency/disaster management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It describes the overall responsibilities of the City of Clovis hence forth referred to as "City" for protecting life and property and assuring the overall well-being of the population.

Note: This EOP is intended for use and to be implemented by the City Emergency Operations Center (EOC). Field specific responses are accomplished by the various responding agencies and organizations per their own internal Standard Operating Procedures (SOP).

SCOPE

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization, and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command, Unified Command, and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education and communications plans, and protocols.
- Pre-designates jurisdictional and/or functional area representatives to the Incident.

AUTHORITIES AND REFERENCES

GENERAL

The California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

California Civil Code, Chapter 9, Section 1799.102 provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency: "No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency department and other places where medical care is usually offered."

EMERGENCY PROCLAMATIONS LOCAL EMERGENCY

A local Emergency may be proclaimed by the City Council or by the City Manager as specified by ordinance adopted by the City Council. A local Emergency declared by the City Manager must be ratified by the City Council within seven days. The governing body must review the need to continue the declaration at least every fourteen days until the local emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Declarations are normally made when there is an actual or threat of disaster or of extreme peril to the safety of persons and property within the city, caused by natural or man-made situations.

The declaration of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

STATE OF EMERGENCY

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- He/she is required to do so by local authorities.
- He/she finds that local authorities are unable to adequately cope with the emergency.
- Whenever the Governor proclaims a State of Emergency:
- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The Governor shall, to the extent he/she deems necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulation of any state agency, any regulatory statute, or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or persons (other than the media) in carrying out the responsibilities of his/her office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive
- Robert T. Stafford Disaster Relief and Emergency Assistance Act

State

- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code.
- California Government Code, Title 19, Public Safety, Div. 1, Cal OES, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Natural Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Standardized Emergency Management System (SEMS) Guidelines
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)

Local – City of Clovis

- Clovis Municipal Code 4.2
- NIMS Adoption Resolution 06-127
- Emergency Services Ordinance No 76-26
- Resolution to participate in SEMS. Resolution No 96-33

Comment [ZK1]: ACTION ITEM: Update this portion of the Muni Code concurrent with the adoption of the EOP.

SITUATION AND ASSUMPTIONS

SITUATION

Clovis is a city in Fresno County, California, United States. The 2014 population was estimated to be 102,189. According to the United States Census Bureau, the city has a total area of 23.28 square miles (60.29 km²), all of it land. Clovis is situated midway between Los Angeles and San Francisco, bordering Fresno, in the agriculturally rich San Joaquin Valley. Lying at the foot of the Sierra Nevada Mountain Range, which includes Yosemite, Kings Canyon, and Sequoia National Parks, Clovis has been known as "Gateway to the Sierras" since its incorporation in 1912. The formation of alluvial fans in this part of the San Joaquin Valley has led to a rather flat regional geography. The Clovis area has active and potentially active seismic fault zones. The elevation of Clovis is approximately 355 feet (108 m) above mean sea datum. According to the Flood Hazard Boundary Map produced by the U.S. Department of Housing and Urban Development, part of Clovis is within the 100-year flood zone, such as some of the area near the Clovis Towne Center. The groundwater flow in Clovis is generally to the southwest.

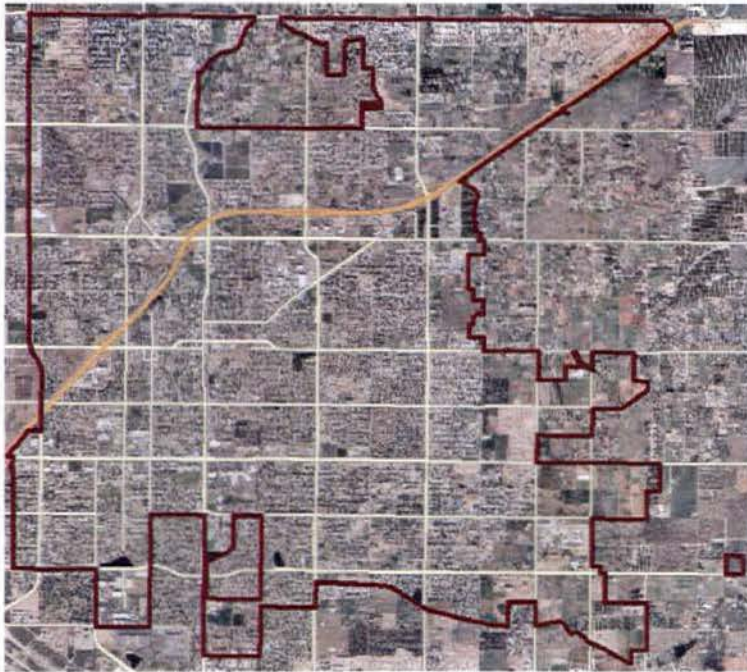


FIGURE 1. CITY OF CLOVIS

The City of Clovis is subject, in varying degrees, to the effects of the following:

- Drought
- Earthquake
- Flood
- Civil Disorder
- Dam Failure
- Hazardous Material Incident
- Nuclear Attack
- Power Failure
- Radiological Incident
- Urban Fire
- Aircraft Crash
- Excessive Heat
- Terrorism
- Epidemic

Note: More detailed hazard descriptions are contained in Part II Annex C Hazard Specific Threats.

ASSUMPTIONS

- The City is responsible for emergency/disaster actions and will commit available resources to save lives, minimize injury to persons, minimize damage to property, and preserve the environment
- The City will utilize SEMS and NIMS in emergency/disaster response operations
- The City will use the Incident Command System (ICS) and the Multi-agency Coordination System (MACS) at all incidents and events
- Mutual aid assistance will be requested when disaster response and relief requirements exceed the City's ability to meet them

The following systems may be damaged and temporarily out of service:

- Telephone systems, including cell phones
- Electrical power
- Communications systems including police, fire, and municipal radio systems
- Computers, including computer aided dispatch for Police Department
- Transportation systems including roads, highways, bridges and traffic signals
- Water systems
- Sewer and sanitation systems
- Natural gas

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The City Manager has overall responsibility for:

- Organizing, staffing, and operating the EOC
- All communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the City and providing support to other jurisdictions as required
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating, and disseminating damage assessment and other essential information.
- Providing status and other reports to the Operational Area

This EOP may be implemented on the order of the following individuals who will direct the emergency response and recovery operations for the City of Clovis:

- City Manager, Director of Emergency Services
- Assistant City Manager
- Any Department Head (fire, PD, PDS, Public Utilities, etc.)

NOTE: Refer to ANNEX A. Emergency Operations Center Functions for specific details for organization and assignment of responsibilities

RESPONSIBILITIES

Local Jurisdiction (City of Clovis)

- Develop and maintain current emergency plans which are compatible with the California Office of Emergency Services (OES) EOP, the California Master Mutual Aid Agreement, and plans of neighboring jurisdictions.
- Negotiate, coordinate, and/or prepare mutual aid agreements.
- Maintain liaison with the appropriate OES Mutual Aid Region Office and neighboring jurisdictions.
- Designate staging areas to provide rally points for incoming mutual aid and supporting and recovery activities.
- Respond to mutual aid requests outside your jurisdiction.
- Dispatch situation reports to the operational area coordinator and OES mutual aid region as the emergency situation develops and changes.
- Request assistance from neighboring jurisdictions and the operational area.
- Use resources received from neighboring jurisdictions from the state, federal, and private agencies appropriately.
- Respond to emergency regulations issued by the Governor.

Operational Area (Fresno County)

- Coordinate mutual aid within the county.
- Maintain liaison with the appropriate OES mutual aid region coordinator or local jurisdictions within the county.
- Identify multipurpose staging areas for support of recovery activities.
- Channel local mutual aid request which cannot be satisfied from within the county to the State OES Mutual Aid Region Coordinator.
- Provide situation reports and damage assessment to OES region to aid in Identification, coordination and allocation of resources.
- Make use of resources provided by other counties, state, federal, and private agencies appropriately.
- Respond to emergency regulations issued by the Governor.

State Office of Emergency Services

- Perform executive functions assigned by the Governor.
- Coordinate emergency activities of all state agencies.
- Receive, evaluate, and disseminate information on emergency operations.
- Prepare emergency proclamations and orders for the Governor and disseminate to all concerned.
- Receive and allocate resources supplies by federal agencies and other states.

- Coordinate the flow of state mutual aid resources to local jurisdictions.
- Maintain liaison with state, federal, and private agencies.
- Coordinate emergency operations with bordering states.
- Maintain the State Operations Center (SOC).

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)/NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

GENERAL

The Standardized Emergency Management Systems (SEMS) is an emergency management systems mandated by Government Code 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels with are activated as necessary: field response, local government, operational area, regional and state.

SEMS incorporates the use of the Incident Command Systems (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, and the Operational Area Concept, and the Multi-Agency or Inter-Agency coordination.

LOCAL GOVERNMENT LEVEL IN SEMS

Local Government is one of the five levels of SEMS. A local government under SEMS is a city, county, city and county, school district or special district. Cities generally are responsible for emergency response within their boundaries. Some cities contract for some municipal services from other agencies. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

The City of Clovis will comply with SEMS regulations in order to be eligible for state funding for response related personnel cost and will:

1) Use SEMS when:

- The local government EOC is activated or
- A local emergency is declared or proclaimed

2) Establish coordination and communications with Incident Commanders either

- Directly to the EOC when activated, or
- Through Departmental Operating Centers (DOCs) to the EOC, when activated.

3) Use existing mutual aid systems for coordinating fire and law enforcement resources.

4) Establish coordination and communication between the City of Clovis EOC when activated and any state or local emergency response agency having jurisdiction at an incident within the City's boundaries.

5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government response activities.

CITY OF CLOVIS RESPONSIBILITIES UNDER SEMS

- The City of Clovis has formally adopted the use of SEMS during emergency situations.
- (Resolution No. 96-33)
- The development of SEMS will be a cooperative effort of all departments and agencies within the City of Clovis having a role in emergency response. The Emergency Services Coordinator has the lead staff responsibility for SEMS development and planning with responsibilities for:
 - Disseminating information within the City of Clovis on SEMS requirements and guidelines.
 - Identification of all departments and agencies involved in field level response.
 - Identification of departments and agencies with Department Operations Center (DOCs)
 - Coordinating with other local governments, the operational area and volunteer and private agencies on developments of SEMS.
 - Incorporating SEMS into the City of Clovis Emergency Operations Plan.
 - Identification of special districts that operate or provide services within the boundaries of City of Clovis. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.

- The City of Clovis will participate in the development of the Fresno County Operational Area organization and system for coordination and communication within OA.
- All local government staff that may participate in emergencies in the EOC or Department Operations Centers (DOCs) or at the field level should receive appropriate.
- SEMS training as required by SEMS regulations. New personnel should be trained as they are hired.
- The City should develop an exercise program that provides periodic exercises for EOC and DOC personnel under SEMS.

TABLE 1. CITY OF CLOVIS SEMS FUNCTION

City of Clovis	Management	Public Information	Legal Counsel	Alerting & Warning	Fire & Rescue	Access Control	Law Enforcement	Medical	Public Health	Coroner	Care & Shelter	Evacuation	Building & Engineering Safety	Utilities	Radioactive Protection	Hazardous Materials	Animal Control	Communications	Incident Recovery	Situation & Resource Status	Transportation	Supply & Procurement	EOC Support	Personnel	Cost Recovery	Time Recording	Claims	DSP Record Keeping
City Manager	P	P																	P									
City Attorney			P																									
Fire Dept.	S	S		S	P	S	S	L	S	S	S	S	P	P	S	S	S	S	S			P						
Police Dept.	S	S		P	S	P	P	S	L		P		S	S	P	P	S	S	S			S						
Public Utilities	S			S	S	S						S	P		S	S	S	S	S	S		S						
Finance																				S			P	P		P		
General Services	S																		S									
Purchasing																					P							
Personnel/Risk Mgt.																						S	P				P	
Community Services								L		P					S				P									
Planning & Devlp.	S	S																S	P		S							
Planning																												
Engineering				S							S	S																
Building Inspection				S				S			P																	

P - Denotes primary responsibility S - Denotes support responsibility L - Liaison with agency that has primary responsibility

SEMS EOC ORGANIZATION

There are five (5) functions within SEMS (from ICS) which will be used by the City of Clovis. They are:

1. **Management/Command** is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations; it is called Management in the EOCs and Command in the field.
2. **Operations** are responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan.
3. **Planning/Intelligence** is responsible for collecting, evaluating, and disseminating information, developing the organizational level's action plan in coordination with the other functions, and maintaining documentation.
4. **Logistics** is responsible for providing facilities, services, personnel, equipment, and materials.
5. **Finance** is responsible for financial activities and administrative aspects not assigned to other functions.

The five essential SEMS functions will be established as sections within the EOC, with other functions included as branches, groups or units. The position title "Director" refers to the lead persons of each organizational element in the EOC. The term "Branch Director" or "Unit Leader" is used as position titles for group leaders under the supervision of a Director.

Directors for Operations, Planning, Logistics and Finance constitute the *General Staff* of the EOC. The *EOC Director* and *General Staff* functions as an EOC management team. The General Staff is responsible for:

Overseeing the internal functioning of their sections, and interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

The EOC organization should include liaison representatives from special districts, volunteer agencies, and private agencies with significant response roles.

EOC INCIDENT ACTION PLANS

At local, operational area, regional and state levels, the use of EOC IAPs provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. IAPs not only provide direction, but they also serve to provide the basis for measuring achievement of objectives and overall system performance. IAPs can be extremely effective tools during all phases of a disaster.

The action planning process should involve the EOC Director and General Staff along with other representatives as needed, such as special district liaisons, other agency liaisons, and Policy Group members. The Planning Section is normally responsible for development of the action plan.

IAPs are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The IAPs needed not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

MULTI-AGENCY/INTER-AGENCY COORDINATION AT LOCAL GOVERNMENT LEVEL

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

Multi-Agency or Inter-Agency Coordination in the EOC

- Emergency response is coordinated at the EOC by:
 - Representatives for the City of Clovis departments and agencies
 - Liaison representatives from outside agencies including special districts, volunteer agencies and private organizations.
- Coordination with agencies not represented in the EOC may be accomplished by telecommunications.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-Agency or Inter-Agency Coordination Group

- May be established formally.
- Should develop consensus on priorities, resource allocations, and response strategies.
- May function within the EOC at another location or through conference calls (should remain connected to the EOC).
- EOC Incident Action Plans should incorporate group(s) priorities and objectives.
- Group(s) objectives should be implemented through the EOC.

- The City of Clovis may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area or regional level.

COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency the City of Clovis' EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to Department Operations Centers (DOCs) which in turn will coordinate with the EOC. In some jurisdictions, Incident Commanders may report directly to the EOC, usually to their counterpart departmental staff in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

It is also possible for Area Commands to be established between the Incident Command teams and the EOC. During a major city-wide disaster, the city may be divided into areas, with an Area Command overseeing the Incident Command teams with each area. The Area Commands would report to the EOC.

Another scenario for EOC-Area Commands interaction would be the occurrence of several similar type incidents located in closed proximity but in different jurisdictions. A unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

COORDINATION WITH FRESNO COUNTY OPERATIONAL AREA LEVEL

Coordination and communication should be established between activated local government EOCs and the Operational Area. For the City of Clovis, this channel is through the Fresno County Operational Area Emergency Operations Center. The Fresno County EOCs primary location is the third floor of the Fresno County Health Department Building.

SPECIAL DISTRICT INVOLVEMENT

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

Coordination and communication should be established among special districts who are involved with the emergency response, other local governments and the operational area. Relationships among special districts, cities, county governments, and the operational areas are complicated by overlapping boundaries and by the multiplicity of special districts. Special

districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in emergencies.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and unincorporated county areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communicate with the various entities it serves.

When there are many special districts within a city, it may not be feasible for the jurisdiction to accommodate liaison representatives from all special districts at the City EOC in area-wide disasters. In such a case, the jurisdiction should work with the special districts to develop alternate coordination and communication methods.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

The City EOC will generally be a focal point for coordination of response activities with many non-governmental agencies. The City of Clovis' EOC will establish coordination with private and volunteer agencies providing services with the city.

Agencies that play a key role in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with the functional elements. Some agencies may have a role in staffing organizational elements in the EOC; e.g. *American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.*

Agencies that may have county-wide response roles and cannot respond to the City EOC should be represented at the operational area level.

The City is served by a large number of private and volunteer agencies and may not be able to accommodate liaison representatives in the EOC from all agencies that have important response roles. The City should be prepared to conduct alternate means of coordination with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor hazardous materials incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce the loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All departments must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid.

State OES may also activate the State Operations Center (SOC) in Sacramento to support State OES Regions in the affected areas. The State's Regional EOC will support the Fresno County Operational Area if needed.

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local Emergency Operations Center (EOC) will be activated, and the Fresno County Operational Area as well as State OES will be advised.

If the Governor requests and receives a Presidential declaration of an Emergency of a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal efforts in supporting local operations.

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the proper channels. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action which involves financial outlay by the city, or a request for military assistance must be authorized by the appropriate local official. If required, State OES may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). This agreement was developed in 1950 and has been adopted by all counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies.

To facilitate the coordination of mutual aid, the state has been divided into six OES Mutual Aid Regions. Fire, Rescue and Law Enforcement Coordinators are assigned to the Operational Area (County) level. All fire and law requests go through their respective channels. Non-fire and non-law enforcement requests are made through OES via the Fresno County Operational Area.

Operations involve a full spectrum of response activities, from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for responding to natural and man-made disasters. Some emergencies/disasters will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of this EOP and commitment of resources. All agencies must be prepared to respond promptly and effectively to any emergency/disaster, including the provision and utilization of mutual aid.

PLAN MAINTENANCE

This EOP will be reviewed annually to ensure that plan elements are valid and current. Each organization will review and upgrade its portion of the EOP and its standard operating procedures (SOPs) as required by SEMS and NIMS regulations. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The City Manager is responsible for making revisions to the EOP and will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page nine of this EOP. The City Manager will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS/NIMS requirements and modify the EOP as necessary. Revisions to the plan will be forwarded to the City Manager who will make changes to the original plan and then forward revisions using the Plan Revision Form to all plan holders. The plan should be reviewed and updated annually.

TRAINING AND EXERCISES

The City should conduct regular training and exercising of city staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The objective is to train and educate public officials, emergency/disaster response personnel, and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations. Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers (DOCs) or at the field level must receive appropriate SEMS/NIMS/ICS training. *Refer to California Office of Emergency Services (Cal OES) Emergency Management Training for specific SEMS/NIMS/ICS classes and target audiences (<http://www.caloes.ca.gov/>).*

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities, and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

- **Tabletop Exercises** provide a convenient and low-cost method designed to evaluate policies, plans, and procedures and resolve coordination and responsibility issues.
- **Functional Exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities.
- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

After an exercise or actual event, After Action and Corrective Action Reports must be written and submitted to the Operational Area within ninety days.

PART 2. FUNCTIONAL ANNEXES

ANNEX A. EMERGENCY OPERATIONS CENTER FUNCTIONS

The Emergency Operations Center (EOC) is the central physical location where key City of Clovis staff gathers to coordinate the response to an emergency. The EOC is responsible for multi-agency/multi-jurisdictional coordination, policy implementation, information management and resource coordination to support Incident Commanders in the field.

The following are priorities when conducting and coordinating disaster operations:

- Addressing rescue, evacuation, medical care, food, shelter, and the immediate public health and safety needs of the residents of Clovis.
- Restoring the infrastructure including sanitation, water, electricity, gas, streets, or highways, essential to the health, safety, and welfare of residents.
- Meeting the recovery needs of people including temporary housing, food stamps, employment, etc.
- Providing for the recovery of the community to its pre-disaster state to the greatest extent possible.

EOC PURPOSE

The EOC does not directly manage or command incidents. Field level emergency responders, such as the Police, Fire, and Public Works departments are managed by on-scene incident commander(s). The role of the EOC is to collect, validate and organize emergency information and to provide for the overall coordination of resources required during response and recovery operations.

The EOC may serve as a Multi-Agency Coordination Center (MACC) from which local governments can provide interagency coordination and executive decision making in support of incident response and recovery operations.

The EOC is staffed by City personnel that are specially trained to perform the centralized coordination of emergency activities, e.g., emergency management, support to Department Operations Centers (DOCs), public information and warning, communications, and resource coordination. The EOC facility has specialized equipment, information systems, and various tools that aid in restoring critical functions.

EOC PRIMARY FUNCTIONS

The EOC has three primary functions during an emergency:

1. Develop and maintain a Common Operating Picture of the incident.
2. Identify and secure additional resources for emergency operations.
3. Perform accounting and recordkeeping to track disaster costs.

The EOC performs these tasks by communicating across departments, agencies and jurisdictions to relieve on-scene command of the burden of external coordination, resource allocation, and information collection, verification, and dissemination. The decisions made through the EOC are designed to be broad in scope and offer guidance on overall priorities. Information is disseminated through the EOC Director and tactical decisions are coordinated from field response personnel.

Day-to-day operations are conducted from departments and agencies dispersed throughout the City of Clovis. When a major event or disaster occurs, centralized management is needed to facilitate a coordinated response through the City Manager or designee. The Director of Emergency Services may serve as the EOC Director, or select a qualified department director to serve in that position. Field Incident Command Posts (ICPs) must establish communications with the EOC, either directly or through parent organization DOCs. Additionally, the EOC must be capable of communicating appropriately with other EOCs during incidents, including county, state, federal, military, and private organizations. The effective coordination between EOCs and ICPs is a key enabler in the successful execution of emergency response operations.

The EOC may need to coordinate with special districts, volunteer and civic organizations, churches, and other non-governmental organizations, e.g., Red Cross, to meet disaster needs by connecting available resources within the community with the requests for assistance. Local communities may identify services and resource capabilities that may be coordinated by the EOC. The local organizations may also provide the EOC with a situational awareness within the community, including ongoing monitoring of resource shortfalls and service needs.

The following additional tasks are also performed in Clovis' EOC:

- Preparing situation reports and other reports as required; developing emergency policies and procedures; continuing analysis and evaluation of all data pertaining to emergency operations in order to maintain a common operating picture
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and as appropriate, to Operational Area (OA) and state agencies; receiving and disseminating warning information.
- Controlling and coordinating the operational and logistical support of department resources committed to the emergency; coordinating resource allocation priorities.
- Coordination of emergency management activities for the City of Clovis.

- Providing emergency information and instructions to the public, making official releases to the news media and scheduling press conferences as necessary.

EOC BASIC ORGANIZATIONAL STRUCTURE

The basic EOC organizational structure consists of five Sections (functions) which normally would be activated for a major incident: Management, Operations, Planning, Logistics, and Finance. Checklists are provided for Section Chiefs and each individual position in the organization chart. Section Chiefs should hand out the checklists to their staff upon arrival in the EOC. Section Chiefs are responsible for ensuring all responders read and follow their position checklists (refer to Tab 1 of this EOP).

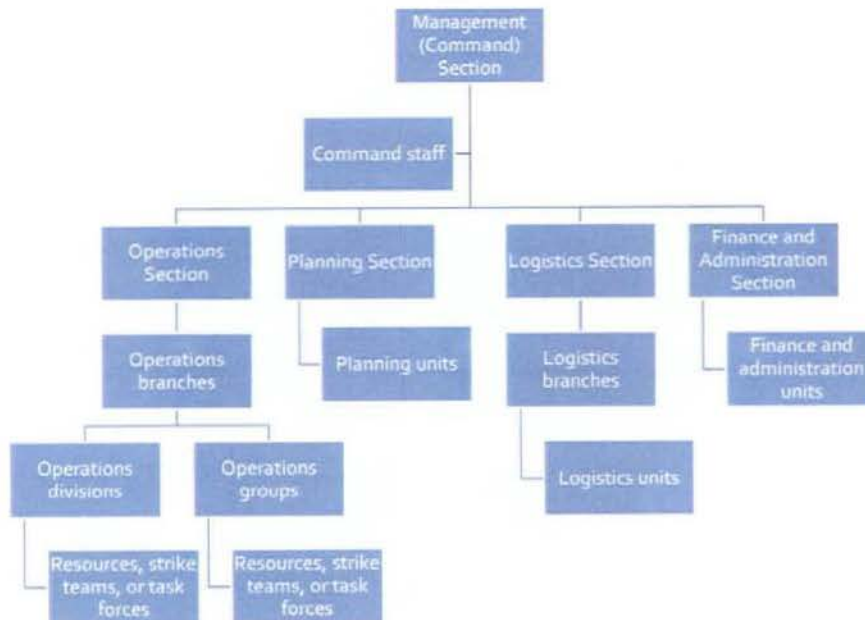


FIGURE 2. EOC ORGANIZATION

EOC EMERGENCY ACTIVATION LEVELS

The magnitude of the emergency will dictate Clovis' response level. Response levels are used to describe the type of event, extent of coordination or assistance needed, and degree of participation from City departments. The EOC will be activated when at the discretion of

- City Manager
- Any Department Head (Fire, PD, PDS, Public Utilities, etc.)

The City Manager or official activating the EOC will determine the level of activation and request notification of Level 1, Level II, or Level III staff.

Level 1 – Minor Emergency – No EOC Activation Required

Level 1 is a minor incident that can be managed by first responders and resources from within the City. The EOC may be activated with one or a few people to monitor a situation or assist a department with coordination. Off-duty personnel may be recalled to back fill personnel assigned to the incident. City and/or mutual aid police, fire, public works, or medical responders will use ICS procedures and may work in a Unified Command.

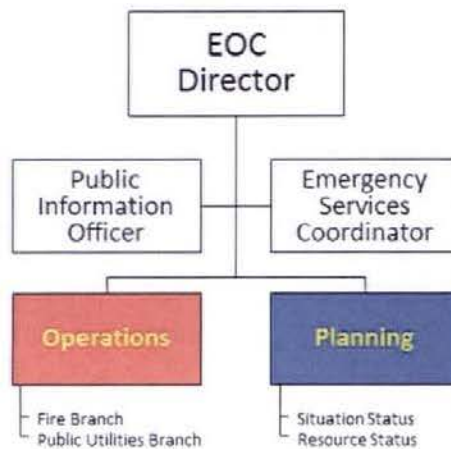


FIGURE 3. LEVEL 1 EOC STAFFING

Level 2 – Moderate Emergency – Potential EOC Activation

Level 2 is a moderate to severe emergency in which Clovis resources are not adequate and mutual aid is required. Key management personnel from the involved departments will co-locate to provide jurisdiction coordination. The Clovis EOC may be partially or fully activated based on the severity of the situation. Off-duty personnel will likely be recalled. A local emergency may be requested wherein Fresno County Operational Area (OA) would be notified. Indications that the EOC should be activated include:

- If the incident has escalated due to the number of jurisdiction departments or agencies involved, or personnel and resources required where the coordination of the incident is not efficiently accomplished at the scene or at another location.
- Coordination of the response/recovery would be enhanced by multi- department or multiagency coordination in the EOC.
- When the level of request for varied resources from the City are received from adjacent cities or special districts, the county, or the state to respond outside the City and coordination of these requests are better facilitated at one central point.



FIGURE 4. LEVEL 2 EOC STAFFING

Level 3 – Major Emergency - Full EOC Activation

Level 3 is a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive county, state and/or federal resources are required. A proclamation of emergency will be made and communications and coordination with the Fresno County OA EOC will be maintained. The overall response and early recovery activities will be managed from the Clovis EOC. Off-duty personnel will be recalled and long-term planning for human resources will be conducted.

POTENTIAL EOC ACTIVATION TRIGGERS

EOC activation is likely when one of the following events take place:

- When an earthquake of a significant magnitude occurs that would cause damage in the City or other neighboring jurisdictions.
- An emergency situation that has occurred or is likely to occur of such a magnitude that it will require a large commitment of resources from two or more City departments over an extended period of time – i.e., a sudden, severe and widespread energy shortage, explosion, fire, or police action (hostage situation, bombing, or other event).
- An impending or a Declared State of War Emergency, national security emergency, or any event that warrants activation (e.g., terrorism event in the greater Fresno County area).
- Other examples include a major hazardous materials incident, civil disturbance, aircraft disaster, structure fire or severe weather conditions.

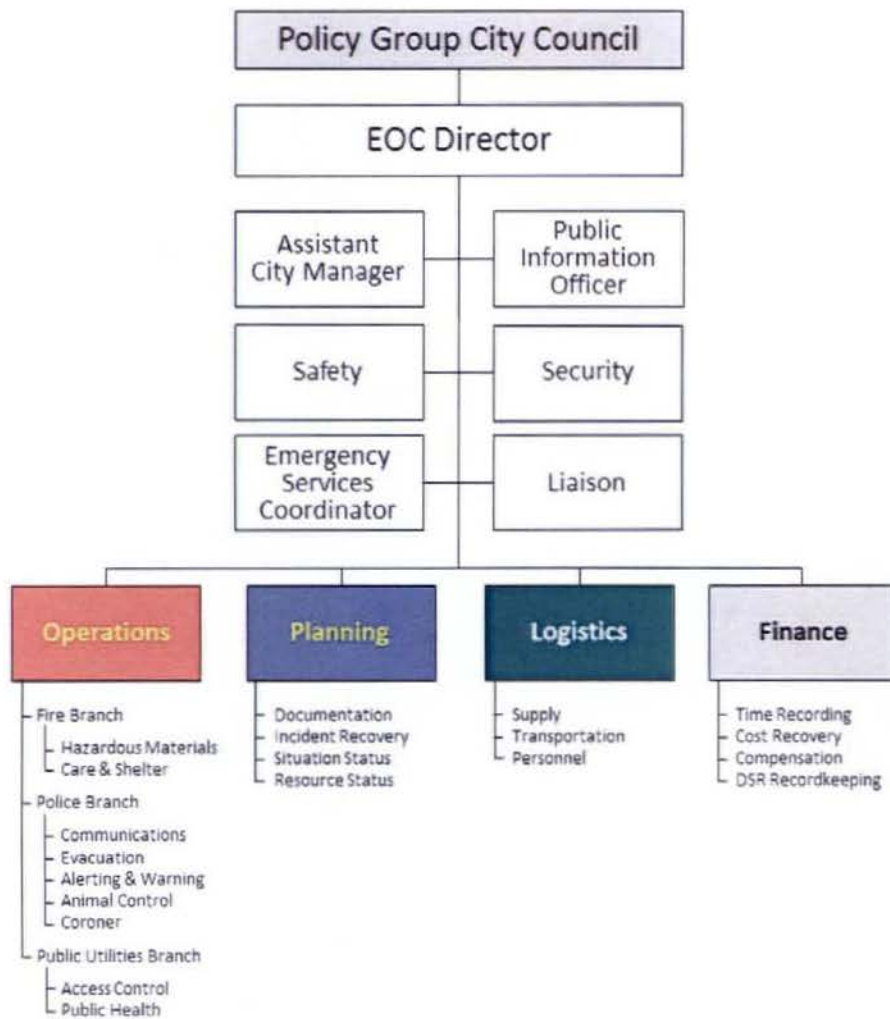


FIGURE 5.-LEVEL 3 EOC STAFFING

EOC ACTIVATION AND DEACTIVATION

The City Manager, any Department Head (Fire, PD, PDS, Public Utilities, etc.), or the Policy Group/City Council have the authority to activate the EOC during an emergency greatly affecting the City of Clovis. The Emergency Services Coordinator shall be immediately notified to initiate affected Departments to notify their employees. Each Department will be required to notify staff of the emergency or disaster, the immediate situation, and recall of or reporting of EOC staff for activation.

Departments are responsible upon notification to contact all appropriate support personnel within their oversight and direct them to their assignment, whether in the EOC or at the field level. Each City department shall develop and maintain a current duty staff roster to be used to recall staff during off-time emergencies.

The EOC Director (City Manager) also determines when it is appropriate to deactivate the EOC.

EOC Location

Primary EOC location:

Clovis Fire Department
1233 Fifth Street
Clovis, CA 93612

Alternate EOC location:

Corporation Yard/Public Utilities
155 Sunnyside Ave.
Clovis, CA 93611

The Alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The EOC Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. All field Incident Commanders will be notified of the transition to the alternate EOC.

EOC SECTION ORGANIZATIONS

Clovis operates under the NIMS/SEMS emergency management structure based on the Incident Command System. The Clovis Emergency Operations Plan complies with the legal stipulations of the Federal Homeland Security Presidential Directive (HSPD-5) and State of California Code of Regulations, Title 19, Division 2, which contain provisions relevant to emergency response. The basic Clovis EOC organizational structure consists of five functional sections including

Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration.

The Clovis EOC reports information to the state emergency management level at the California Office of Emergency Services (Cal OES) Inland Region through the Fresno County OA. SEMS regulations require an operational area EOC to be activated when:

1. A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
2. Two or more cities within the operational area have declared or proclaimed a local emergency.
3. The county and one or more cities have declared or proclaimed a local emergency.
4. A city and/or county have requested a governor's proclamation of a State of Emergency.
5. A State of Emergency is proclaimed by the governor for the county or two or more cities within the operational area.
6. The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.
7. The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

The EOC Director (or designee) has overall responsibility for coordinating and supporting emergency operations within the City. The EOC will also be the focal point for information transfer and mutual aid requests by the departments within the City.

If the Fresno County Operational Area is activated, the Fresno County Health Director will be the Director of Emergency Operations (Operational Area Coordinator) for the Operational Area and will have the overall responsibility for coordinating and supporting emergency operations within the county. The Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Fresno County EOC will fulfill the role of Operational Area EOC.

EOC MANAGEMENT SECTION

The overall objective of the Management/Command Section is to ensure the effective management of response and recovery activities and resources in preparing for and responding to situations associated with all hazards. To carry out its responsibilities, the section will accomplish the following objectives during a disaster or emergency:

- Provide overall management and coordination of emergency response and recovery operations, including coordination of on-scene incident management as required.
- Coordinate and liaison with appropriate federal, state, and other local government agencies, as well as private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support
- Prepare/disseminate emergency public information to inform, alert, and warn the public
- Disseminate damage information and other essential data.
- Ensure that all EOC sections are aware of and follow documentation procedures to recover all eligible disaster response and recovery costs.

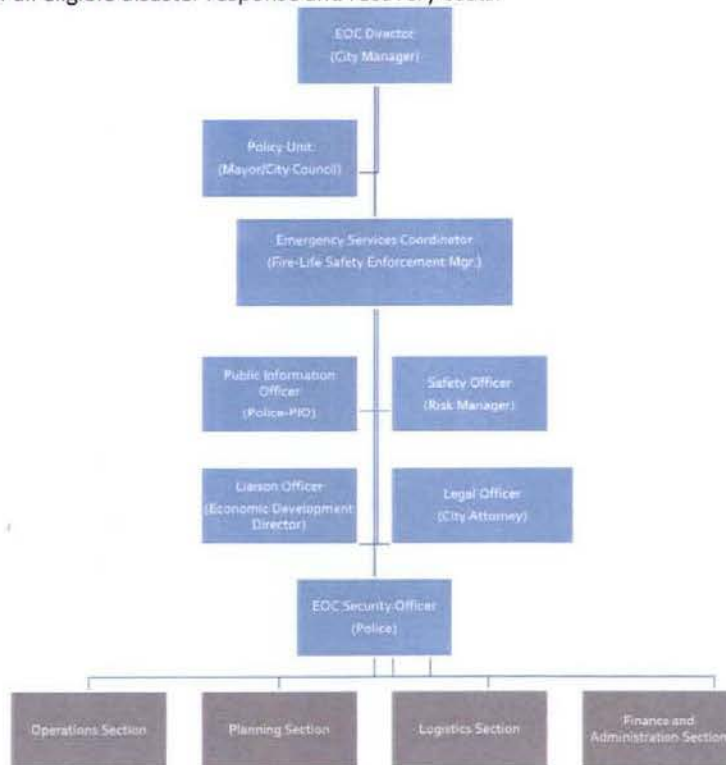


FIGURE 6. MANAGEMENT SECTION STAFF

EOC MANAGEMENT SECTION STAFF

The Management role is filled by the EOC Director and is the position that is established at every EOC activation to coordinate EOC operations. The City Manager will fill this position while serving as the Director of Emergency Services during an emergency/disaster. The Assistant City Manager shall serve as first alternate and the Fire Chief shall serve as second alternate to the Director of Emergency Services. Management also includes certain staff functions required to support the Management functions:

- Emergency Services Coordinator
- Public Information Officer
- Liaison Officer
- Safety Officer
- Security Officer
- Policy Group/City Council*
- Legal Advisor/Officer

(* = Authorized to activate EOC when extreme conditions dictate immediate activation and above personnel are not immediately available)

EOC Management Team

The EOC Director, the General Staff (Section Directors) and others as designated make up the EOC Management Team. The team is responsible for advising the EOC Director on procedure and policy matters. They shall assist the EOC Director in the development of overall strategy and tactics to mitigate the incident, and advise him/her regarding rules and regulations, proclamations and orders.

Public Information Officer

The Public Information Officer (PIO) ensures that information support is provided on request; that information releases are consistent, accurate and timely; that appropriate information is being provided to all required agencies and media.

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post at City Hall (or a location designated). The PIO will provide news releases, answer questions the media may have, arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the EOC Director.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our city government structure. The Liaison Officer aids in

coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. The Operations Director will fill this position unless properly appointed.

The Liaison Officer also serves as the multi-agency or inter-agency representative for the City of Clovis. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations. The EOC Director will fulfill this position until properly appointed.

Security Officer

The Security Officer is responsible for security of all facilities and personnel access. The Police Department will fill this position.

Policy Group/City Council

Proclaim and /or ratify emergency/disaster declarations, approve emergency orders and serve as City Official. Provide policy direction to EOC Director when needed.

Emergency Services Coordinator

The Emergency Services Coordinator will act as a resource to the EOC Director and assist with the overall function of the EOC.

Legal Advisor/Officer

The Legal Advisor is the City Attorney and provides legal advice to the EOC Director on all legal matters relative to the emergency and assists in the declaration of an emergency.

OPERATIONS SECTION

The Operations Section is responsible for coordination of all response elements applied to the disaster or emergency. The EOC Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as requested.

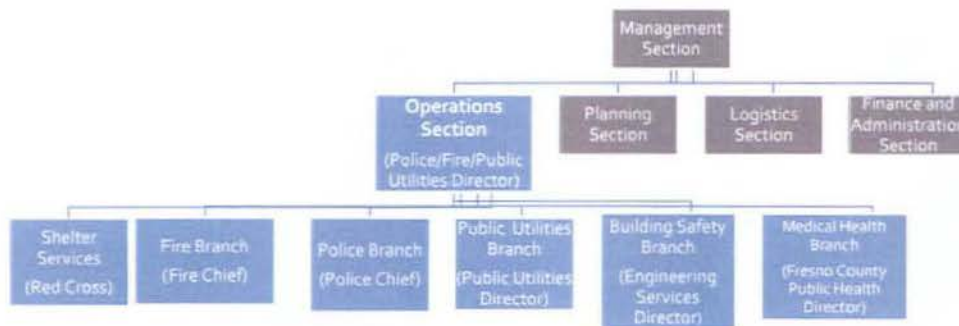


FIGURE 7. OPERATIONS SECTION STAFF

GENERAL DUTIES

- Ensure that the EOC Operations function is carried out, including the coordination of response for all operational functions assigned to the EOC, such as Fire, Law, Health, Care and Shelter, and Public Works
- Ensure Fresno County Fire Authority personnel respond to the EOC to serve as Fire and Rescue Branch Director as needed
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively
- Establish the appropriate level of branch and unit organization within the EOC Operations Section, continuously monitoring effectiveness and modifying accordingly
- Ensure that the EOC Planning and Intelligence Section is provided with status reports and major incident reports with current information
- Conduct periodic EOC Operations Section briefings for the EOC Director as required or requested
- Provide overall supervision of the EOC Operations Section

PLANNING AND INTELLIGENCE SECTION

The EOC Planning and Intelligence Section is responsible for overall supervision of collecting, verifying and analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the City EOC Action Plan and facilitating the action planning meeting; conducting advanced/recovery planning activities; providing technical support services to the various EOC sections, branches, and units; and documenting and maintaining files on all EOC activities. The information gathered needs to be reported in an expeditious manner to the various EOC sections, City departments, and the Fresno County OA. The EOC Planning and Intelligence Section is also responsible for the detailed recording of the response effort and the preservation of these records during and following a disaster.



FIGURE 8. PLANNING/INTELLIGENCE SECTION STAFF

GENERAL DUTIES

- Ensure that the Planning and Intelligence function is performed, including:
- Collecting, analyzing, and displaying situation information
- Preparing periodic situation reports
- Initiating and documenting the City's Action Plan and After-Action Report
- Planning for long-term response and advance planning
- Coordinate the provision of geographic information system and other technical support services to the various organizational elements within the EOC
- Establish the appropriate level of organization within the section and continuously monitor the effectiveness of that organization. Make changes as required. Exercise overall responsibility for the coordination of branch/unit activities within the section
- Report to the EOC Director on all matters pertaining to section activities

LOGISTICS SECTION

The EOC Logistics Section's primary responsibility is to provide all necessary personnel, supplies, equipment, support, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, and EOC, etc. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response at all operational sites during emergency/disaster conditions will be according to established disaster accounting procedures developed by the Finance and Administration Section in the EOC, unless authorized by the EOC Director or emergency orders of the City Council.

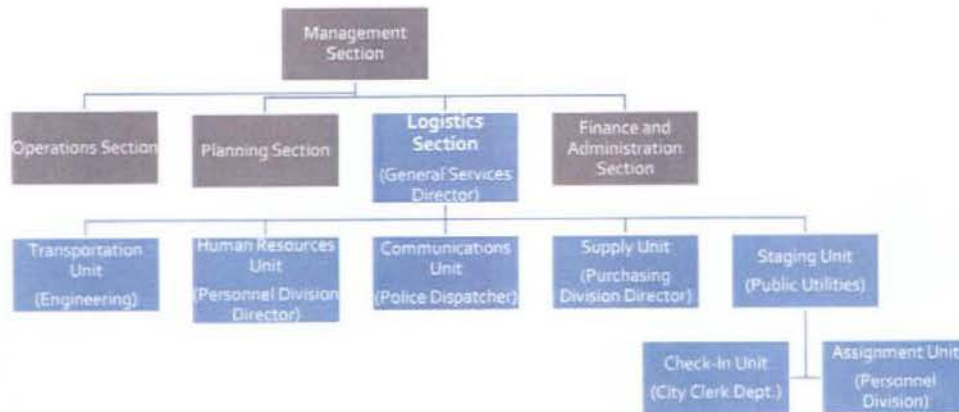


FIGURE 9. LOGISTICS SECTION STAFF

EOC FINANCE AND ADMINISTRATION SECTION

The EOC Finance and Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster or emergency. These systems include:

- Payroll payments
- Revenue collection
- Claim processing
- Cost analysis and recovery documentation
- Revenue collection
- Documentation, timekeeping, and tracking

The section also supervises the negotiation and administration of vendor and supply contracts and procedures. The extent of the disaster or emergency will determine the extent to which the EOC Finance and Administration Section will mobilize.

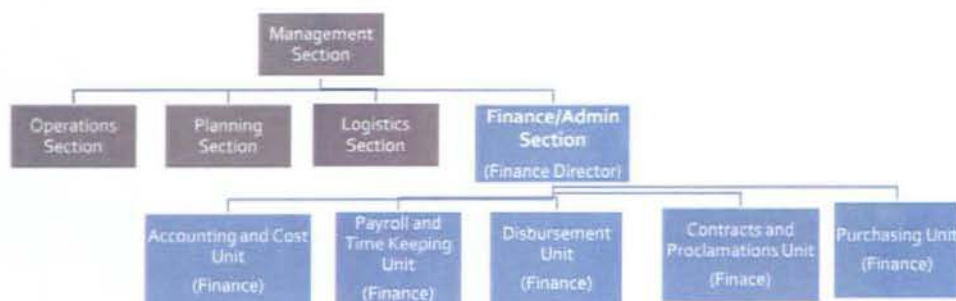


FIGURE 10. FINANCE AND ADMINISTRATION SECTION STAFF

GENERAL DUTIES

- Implement a Disaster Accounting System
- Maintain financial records of the emergency
- Track and record all agency staff time
- Process purchase orders and contracts in coordination with the EOC Logistics Section
- Process workers compensation claims received at the EOC
- Handle travel and expense claims
- Provide administrative support to the OA EOC

COMMON OPERATING PICTURE

Development of a common operating picture facilitates collaborative planning and assists all levels of the emergency organization to achieve situational awareness. The common operating picture is used to make policy decisions, develop the EOC Incident Action Plan, prioritize use of resources, approve purchase requests, etc., all of which are vital to the effective coordination of support for responders in the field. The collection and organization of the incident situation and status information and the evaluation, analysis and display of that information is critical for use by all sections in the EOC. The Situation Analysis Unit in the Planning / Intelligence Section is the lead for collecting, validating and consolidating the situation analysis, but each section is responsible to contribute to this task:

TABLE 2. COMMON OPERATING PICTURE RESPONSIBILITIES

Management Section Staff	Provides overall guidance, coordination and direction for intelligence collection; provides status reports to the OA EOC and other agencies on the status of the overall emergency operations.
Operations Section	Provides information on the status of field operations, updates on the nature and scope of the disaster, and requests for resources from on-scene command.
Planning/ Intelligence Section	Collects, verifies and combines input from other sections and agencies into the situation analysis; Develops GIS products when possible and disseminates Situation Reports via networked digital systems or hard-copy as required.
Logistics Section	<p>Provides information on the status of available, committed and ordered resources; Relays status of support facilities and communications systems.</p> <p>The IT Division coordinates information technology systems within the EOC. May assist Public Information Officer with dissemination of information over website. Responsible for ensuring that technology (computer hardware/software and GIS capacity) in EOC is inspected periodically and operational.</p>
Finance/Administration Section	Provides information on costs, claims and damage assessments related to the emergency.

The Planning & Intelligence Section's Situation Analysis Unit, Resource Status Unit, and City Geographic Information Systems (GIS) are primarily responsible for collecting, validating, and consolidating emergency-related information into the common operating picture.

- The Situation Analysis Unit is the lead for compiling information regarding incident-related events and current emergency response operations in the EOC. The Situation Analysis Unit will work with the Operations Section to capture and present field operations to the EOC.
- The Resource Status Unit is the lead for compiling information regarding resource requests, allocation, and status in the EOC. The Resource Status Unit will work with the Logistics Section to capture and present resource allocation activities for the EOC.
 - GIS is necessary for producing maps and imagery of the incident, identifying locations suitable for staging areas and incident command posts, and analyzing critical infrastructure (facilities essential for the operation and sustainability of health services, food services, and government operations) to help decision makers understand the scope of the damage.

All EOC staff should be aware of the proper procedures for relaying information for inclusion in the common operating picture. The Planning/Intelligence Section will also post procedures for developing the common operating picture for reference during the process.

INFORMATION MANAGEMENT SYSTEM

Each section in the EOC will be provided with a laptop computer. Posting of information, such as the status of the situation, use of resources and significant events during emergency response operations will be done through MS Outlook Profiles established for each position unless there is degradation of power or connectivity, and then information posting will be completed manually.

Development of the common operating picture is a continuous process during the emergency response. The EOC Director and Planning/Intelligence Section Chief will develop and post procedures for information collection and dissemination for all EOC staff. Situation briefings will be conducted during the shift change and at regular intervals during the operational period.

EOC staff will coordinate information updates through their Section Chiefs to the Situation Analysis Unit and Resource Status Unit at regular intervals. The Situation Analysis Unit and Resource Status Unit will collect, validate and combine this information into a single-source document with the Planning /Intelligence Section Chief. Validated information is then released by the Planning/Intelligence Section Chief for dissemination to all users on boards in the EOC.

The EOC Director has final approval authority for the release of all situation report documents to the EOC for incorporation into the common operating picture.

MANUAL DISPLAY OPERATIONS

Situation and resource status will also be done using display boards and various charts mounted on the walls in the EOC which may vary based on incident needs. The information provided on the display boards and charts will track the situation status, resource status and other emergency activities so that all EOC responders can see the current situation. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. The Situation Analysis Unit will coordinate the display and dissemination of information to include, but not limited to:

- Personnel status information
- Relevant maps
- Records of situation information
- Current location and status of resources

The Situation Analysis Unit must ensure that all displays are frequently and accurately updated to ensure information conflicts do not arise.

Messages sent from section to section in the EOC will be done using Outlook and the user groups. Hard copy message forms may be used as backup if computer systems are temporarily not operational. . The Documentation Unit in the Planning/Intelligence Section is responsible to run the operations of a Message Center in the EOC. Messages will be sent and received in the following manner:

- The sender will transcribe information onto an EOC Messaging Form.
- The sender will then forward a copy of the EOC Messaging Form to the appropriate EOC staff (receiver) and the Documentation Unit.
- The receiver will relay the message and a verbal update about the actions taken to his or her EOC supervisor.
- The receiver will follow up with the sender on the status of the message and send an updated EOC Messaging Form to the Documentation Unit.
- The EOC Supervisor will forward a copy of the original EOC Messaging Form with the information about actions taken to the Situation Analysis Unit.
- Situation Analysis Unit will file the completed EOC Messaging Form according to the established procedure and update status boards accordingly.

EOC messages can also be sent outside of the EOC as follows:

- Time and date the message was received must always be indicated.
- Priority must be indicated (Immediate, High, or Routine).
- Messages coming from outside the EOC will most likely be via telephone. Any Clovis EOC staff person transcribing an incoming message must indicate their EOC section and from where the message came.

RESOURCE MANAGEMENT

When activated, the Clovis EOC establishes priorities for resource allocation during the emergency. All City resources may be allocated by the EOC to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

Resource requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to OA Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level (field and EOC).

Resource requests will be verbally requested from the ICP(s) through the DOCs and then documented on a hard copy form to capture what logistics requests have been made, or what resources have been requested, or tracking of assignments.

Available resources will be allocated to the requesting department or jurisdiction. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The EOC Section Chiefs are responsible for ensuring that priorities are followed.

Resource Requests

During the incident response phase, the real-time tracking of incidents and response resources is critical. Resources may be in short supply, and multiple requests for services can occur. Resource requests from the field will be coordinated to determine if the resource is available or needs to be purchased, rented, or requested from other agencies or sources within the EOC through the established mutual aid system, when appropriate. The Logistics Section will attempt to fill the requests by procuring the necessary services or supplies first from within existing City of Clovis resources, and then from OA member cities, the private sector, or other non-governmental sources. The Operations Section Chief will be kept informed of the status of resource requests and allocations through the EOC.

Resources that are not available within the OA will be requested through the Fresno County OES. The Resource Status Unit in the Planning Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

Discipline-specific mutual aid (e.g., fire service and rescue, law enforcement, and medical health) will be handled through the designated discipline based Mutual Aid Coordinator.

Resource Ordering Process

All resource requests to the EOC will be directed to the Operations Section to be verified. The Operations Section is responsible for assessing the resource request to determine:

- What is needed and why
- How much is needed – quantity
- Who needs it and relevant contact information
- Where is it needed – specific location(s) and recommended routes
- When is it needed
- Duration of need if known
- Any special resource support requirements such as setup, operators, fuel, housing, feeding, maintenance, etc.

Once the resource has been assessed and prioritized, the request is forwarded to the Logistics Section for acquisition.

Resource Tracking

The Resource Status Unit in the Planning Section of the EOC is assigned the responsibility for tracking the status of all incident resources under the control of the EOC, including those reporting to a field Incident Command. This status should include:

- Required Resources
- Ordered Resources
- Enroute Resources
- Available Resources
- Assigned Resources
- Demobilized Resources

The EOC Operations Section, Logistics Section, and Finance & Administration Section are responsible for closely coordinating with the Resource Status Unit to provide updated resource status information. Incident Command Posts are responsible for ensuring the EOC Operations Section is kept apprised of the status of resources under their control.

Fiscal Tracking

The EOC Cost Unit in the Finance & Administration Section is responsible for documenting the cost of all resources committed to the event. The Cost Unit will coordinate closely with the Operations Section, Planning & Intelligence Section, and Logistics Section to track and document costs.

EOC INCIDENT ACTION PLANNING

The EOC Incident Action Plan is the foundation for all operations conducted in the EOC, and is the vehicle through which the EOC coordinates and executes emergency management functions. EOC action planning is the structured process and method used to develop the priorities, objectives, and course of action for the EOC Incident Action Plan.

EOC Incident Action Plans

At local, regional and state levels, the use of EOC Incident Action Plans (IAP) provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. IAPs not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. IAPs can be extremely effective tools during all phases of a disaster.

EOC action planning is done through collaboration and development of a consensus of the Policy Group (City Council), the EOC Management Staff, and all EOC sections to develop the EOC priorities. These priorities serve as guidance for the allocation of resources and enable the EOC to sufficiently coordinate requests for support from DOCs using the Multi-Agency Coordination Center concept.

EOC IAPs provide designated EOC staff with knowledge of the objectives to be achieved and the steps required for their achievement. EOC IAPs also provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

1. Identification of emergency response priorities and objectives based on situational awareness.
2. Documentation of established priorities and objectives as well as the associated tasks and personnel assignments.

The Planning Section is responsible for developing the EOC IAPs and facilitating action planning meetings. EOC IAPs are developed for a specified operational period, which may range from a few hours up to 24 hours. A reasonable timeframe is then determined for the accomplishment of those actions. EOC IAPs should be sufficiently detailed to guide EOC elements in implementing the priority actions, but do not need to be complex.

Essential elements of the planning process include: EOC action planning processes, and planning meeting procedures. The EOC action planning process provides a measurable method for setting objectives, strategies, tactics, managing resources, setting priorities, maintaining situational awareness; status and communications with relevant agencies and organizations for a given event.

The Incident Action Planning process should involve the EOC Director and EOC Section Chiefs, along with other EOC staff, as needed, and representatives from special districts or other agency representatives as appropriate. The initial EOC Incident Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel, but an EOC Incident Action Plan must be developed whenever the EOC is activated, either partially or fully.

An ICS 201 Form or other customized template can serve as the EOC IAP format. A written EOC Incident Action Plan is required whenever:

- Two or more agencies are involved in the response.
- The incident overlaps more than one operational period.
- All EOC functions are fully staffed.

The EOC Incident Action Plan addresses a specific operational period (not to exceed 24 hours). The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted. The elements to be included in the EOC Incident Action Plan include:

- Operational period covered by the plan.
- Identify parts of EOC organization that have been activated on an organization chart.
- Assignment of primary and support personnel and material resources to specific tasks and locations.
- Describe any logistical or technical support to be provided and by whom.
- State the objectives (attainable, measurable and flexible) to be accomplished.
- Establish the current priorities to meet the objectives.
- Describe the strategy to be utilized to achieve the objectives.
- Specific departmental mission assignments.
- Policy and/or cost constraints.
- Any inter-agency considerations.

Information from the field level IAPs will also be used to develop the EOC IAPs, including a current situation analysis and information regarding incident communications, safety, and any other significant details. The situation status report is the single most important document used to develop, update, and prepare the EOC IAP. The situation status report provides incident-specific background that provides the basis to develop the objectives and priorities in the EOC Incident Action Plan.

The Planning Section facilitates the EOC action planning process and develops the EOC IAP with the active participation of the EOC Director, the Management Staff, and the Operations Section. When necessary, the Planning Section Chief will request specific technical experts to provide input to the plan.

The EOC Director is responsible for approving the IAP. Specific EOC IAP responsibilities include the following:

TABLE 3. INCIDENT ACTION PLAN RESPONSIBILITIES

EOC Director and Management Staff	<ul style="list-style-type: none"> • Ensures that EOC Incident Action Planning is accomplished by the EOC • Develops objectives, strategies, tactics, and policies • Defines the operational period to be covered by the EOC Incident Action Plan • Assigns objectives to specific Section Chiefs • Provides legal advice as necessary • Approves the completed EOC Incident Action Plan
Planning & Intelligence Section Chief	<ul style="list-style-type: none"> • Facilitation of the EOC action planning process • Establishes planning timelines • Coordinates preparation, review, revising and distribution of the EOC Incident Action Plan • Conducts the EOC Operational Briefings
Operations Section Chief	<ul style="list-style-type: none"> • Provides situational status on DOC operations • Facilitates information and resources requests from DOCs,
Logistics Section Chief	<ul style="list-style-type: none"> • Anticipates supply, equipment and personnel needs • Establishes/confirms procedures for resource ordering and tracking • Ensures that resource ordering procedures are communicated to EOC Responders • Ensures the Logistics Section can support the EOC Incident Action Plan
Finance & Administration Section Chief	<ul style="list-style-type: none"> • Provides cost assessment of incident objectives • Establishes cost tracking, emergency contracting procedures, and appropriate records management for reimbursement consideration, fiscal accountability and incident/event history • Ensures adequate financial approvals are in place for implementation of the EOC Incident Action Plan • Coordinates all required official policy documentation in support of EOC objectives such as Proclamations, curfews, and Council Motions as applicable

EOC Incident Action Planning

In developing the EOC IAP a number of issues should be considered, as outlined in the table below. The process and steps involved in planning for an incident have been summarized in a guide called the EOC Planning P.

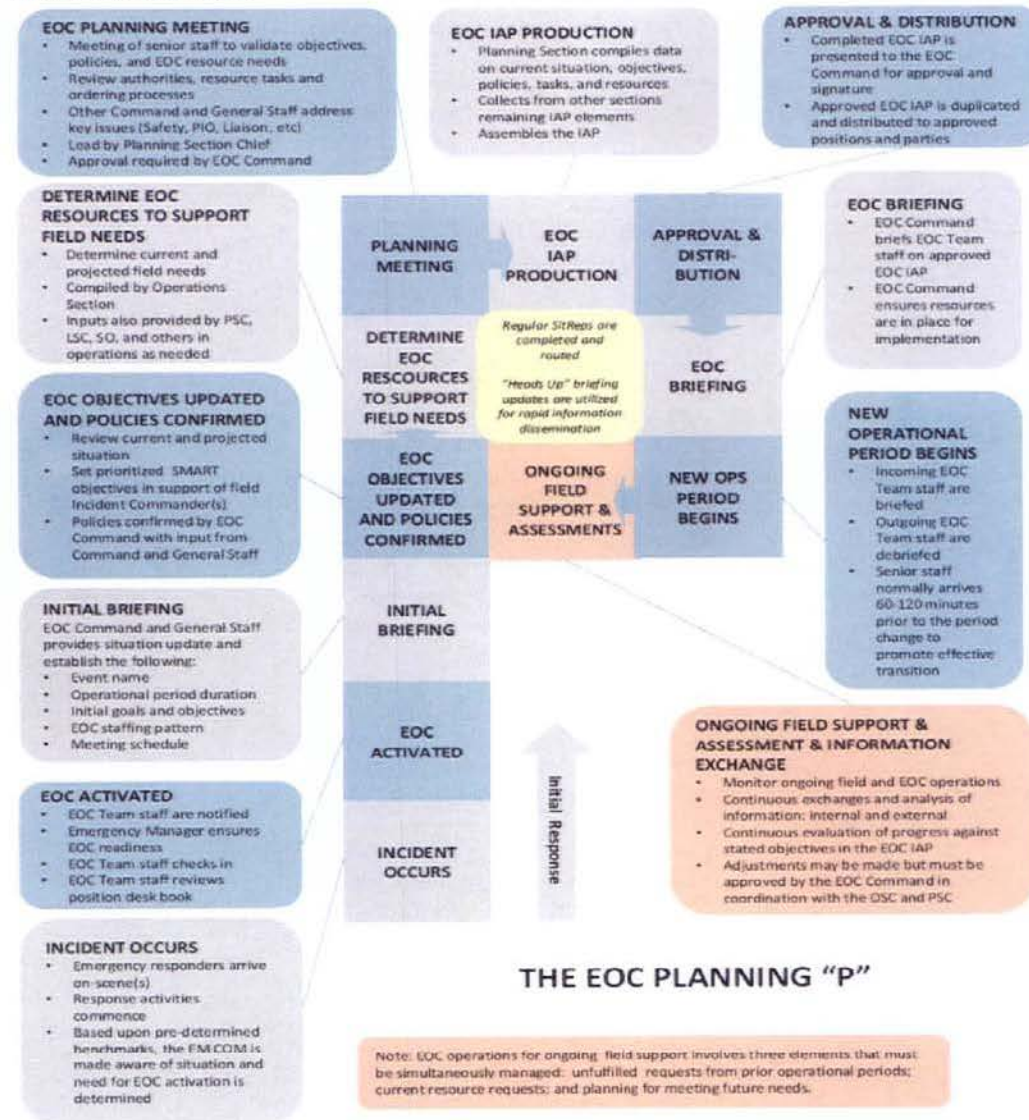


FIGURE 11. EOC PLANNING "P"

The Planning P illustrates the NIMS/ICS planning process used in the EOC. The process begins with the leg of the P and then follows a clockwise sequence.

The steps in the Planning P are as follows:

TABLE 4. PLANNING "P" STEPS

Incident Occurs:	An emergency or disaster occurs and emergency responders anticipate the activation of the EOC will be necessary. A request for EOC activation is made.
EOC Notifications:	The notification process will begin as field responders continue to assess the incident and begin response activities. The EOC Director is notified as well as additional stakeholders, as necessary. The Emergency Services Coordinator makes notifications to the EOC Team of the EOC activation.
EOC Activation:	The EOC is activated and Emergency Services Coordinator sets up the EOC according to the type and level of incident. The EOC Director will verify and validate the initial incident information from the notification phase, confirms the required EOC staffing level, sets initial EOC objectives, and develops an Incident Briefing (manual form, such as an ICS 201 form).
EOC Incident Briefing:	An initial briefing is conducted by the EOC Director to ensure EOC Management Staff has a clear understanding of the incident.
EOC Objectives Meeting:	<p>A meeting is held to formulate and prioritize objectives for the EOC Incident Action Plan. The EOC Director, Management Staff, and the planning section attend this meeting. In assessing current EOC objectives, the following questions should be considered:</p> <ul style="list-style-type: none"> • Is the incident stable, or increasing in size and complexity? • Are there any safety issues with the current objectives? • Are the objectives effective and achieving progress? • Is a change of course needed? • How long will it be until the objectives are completed? • What is the current status of resources? • Are there sufficient resources to support the objectives? <p>EOC objectives provide direction for the EOC's overall support and coordination activities, and are not intended to direct the field level operations. The objectives will be posted on a status board or on a manual form, such as an ICS 202 form, and an announcement will be made to inform all EOC staff that the objectives have been set.</p>

Strategies and Tactics Meeting:	<p>A meeting is held to develop appropriate strategies and tactics to fulfill the objectives that have been developed. Strategies should be:</p> <ul style="list-style-type: none"> • Sensible, feasible, practical, and suitable • Within acceptable safety norms • Cost effective • Consistent with sustaining a healthy community • Within political considerations <p>Operations, Planning and Logistics should attend this meeting. The Situation Status board will be updated with the outcome of the meeting, or on a manual form, such as ICS 215 form.</p>
Planning Meeting Preparation:	<p>Each section or unit prepares their input to the draft EOC Incident Action Plan. The Planning & Intelligence Section should be prepared to provide an overall situation status report. Management Staff and Section Chief level positions should be prepared to address:</p> <ul style="list-style-type: none"> • The status of coordination activities in progress • Known challenges / issues with coordination • Methods to quickly overcome identified challenges or issues
EOC Planning Meeting:	<p>All sections and units provide their input to the draft and the EOC Incident Action Plan is finalized. The EOC Director, management and Section Chiefs attend this meeting.</p>
EOC Incident Action Plan Preparation and Approval:	<p>The final EOC Incident Action Plan is typically in the form of the a Situation Report, and if hard copies are necessary, the plan will be formatted, collated, and prepared to be distributed. The plan will include:</p> <ul style="list-style-type: none"> • Incident Objectives • Organization Assignment List • Incident Communications Plan • Operational Planning Worksheet • Safety Analysis Worksheet <p>An outline of the plan should be created for the oral briefing.</p>

EOC Operations Briefing:	<p>The EOC Director or Planning Section Chief delivers an oral briefing on the EOC Incident Action Plan. The action plan will be reviewed one final time in relation to recent incident developments and any adjustments will be made as necessary. These topics are delivered during the meeting as follows:</p> <ul style="list-style-type: none"> • Situation Update – Planning/Intel Section Chief • EOC Objectives – EOC Director • Update of Current Operations – Operations Section Chief • Update of Resource Status – Logistics Section Chief • EOC Policies and Operational Concerns – EOC Director • Planning Timeline and Meeting Adjournment – Planning/Intel Section Chief
Execute the EOC Incident Action Plan and Initiate Planning for Next operational period:	<p>The EOC IAP will be implemented once the Operations Briefing and shift change are complete. The EOC staff will execute the EOC IAP. The IAP will be assessed continually throughout the operational period to ensure it is meeting the objectives in the developed timeline.</p>
Assess On-scene Progress:	<p>Progress will be continually monitored to ensure the EOC IAP aligns with the incident status and Incident IAPs.</p>

ICS forms will be used in the Clovis EOC, and are available in the EOC as needed. The next step is to begin the planning process over again for the following operational period. An EOC IAP is executed at the beginning of each new operational period. Throughout the operational period, the EOC Director, Management Staff, and Section Chiefs constantly monitor progress or lack of progress. As required, the EOC Director may adjust the objectives and strategies based on the current situation status report from the field level.

EMERGENCY PERSONNEL ASSIGNMENTS

It is the responsibility of department directors and supervisors to assign employees to one of three emergency categories: essential, back-up, or stand-by. This applies, in particular, to those departments that do not have day to day emergency response roles or responsibilities. Considerations to be made when assigning personnel to one of the three categories should be based on the assigned role during an emergency, miles traveled to work, and family care.

Essential personnel are those employees who are needed at work to provide City emergency services and support immediately after a major emergency or disaster. Personnel should be assigned specific reporting locations and roles in advance, if possible. Essential personnel

should report to work immediately following an emergency or as soon as the situation at home allows. Work shifts will fall within an Operational Period that is determined in the EOC IAP. The Operational Period is typically 12 hours in length, but may be as many hours as necessary to complete the objectives in the EOC IAP.

Back-up personnel are those employees specifically assigned to fill in for an essential person who is unable to report to work or to relieve an essential person. They should be assigned specific work locations and roles in advance, and be prepared to report to work as soon as possible after being notified they are needed. Staff assigned to this category may require extra time for traveling to work.

Stand-by employees are those who are not needed immediately at work to provide emergency services, but may be needed to continue the day to day operations of the department. Stand-by employees may be used to work in the EOC or support other departments in their emergency operations. If they are at work when disaster strikes, they may be released to go home, when conditions permit and there is no work for them to perform. Stand-by employees may not be required to report to work immediately, but should report for duty as scheduled.

Emergency Reporting Procedures

Staff will be notified of emergencies according to their level of authority and responsibility during an emergency or disaster. The Emergency Services Coordinator, or designee, will ensure the appropriate notifications are made once authorized to do so by the City Manager or an official. Communications personnel may initiate immediate notifications, if needed. The Emergency Services Coordinator shall also be alerted to cancel any previously scheduled meetings in the facility coinciding with the EOC activation.

If a disaster occurs during the regular work day, all staff should contact their immediate supervisor for instructions or return to the office and await further instructions.

It is the responsibility of each City department to develop specific procedures for notifying employees when they are to report for work following a disaster. Before an emergency occurs, employees should be informed of when and where they should report for duty following a disaster. Employees reporting for duty from outside the City should be aware that routes through disaster areas may be closed and be prepared to show proper City identification and explain the purpose for gaining entry to the area upon request by any law enforcement official.

Employees recalled for duty following a disaster should report immediately to their normal department or alternate location as designated for emergency instructions. Employees with assignments in the EOC should report to the EOC or alternate EOC, whichever is activated.

If telephones are not operating, employees should listen to the radio for emergency information to determine the extent of damage. If reports indicate extensive damage within the City of Clovis, employees should report to work. Generally, during these situations, an

Comment [ZK2]: ACTION ITEM: We need to get this from or assist the different departments in getting this established. Those should then be an annex to this EOP.

employee will be contacted by a supervisor or an assigned member of their department who will provide emergency instructions. The City of Clovis will attempt to establish a recorded message line, if phones are functioning.

Self-Deployment Procedures

Previous emergencies have led to the recognition that there are certain conditions requiring EOC designated personnel to self-deploy to the EOC. While this is contrary to the conventional emergency management practice to not self-deploy during a disaster, in the absence of an automated notification system or functioning communications systems (landline phones, cell phones, internet, etc.), experience has shown that some emergencies warrant self-deployment to the EOC.

Self-deployment conditions would include an incident or event that renders alerting and warning communication methods inoperative or severely degraded. In the Clovis area, this could include an earthquake with extended power outage, or other disaster accompanied by a large-area or regional loss of power, or severely degraded infrastructure conditions with a wide-area internet failure, major telephone infrastructure damage or destruction, or regional radio, television and cable services outage. In this type of circumstance, primary EOC staff should self-deploy to the EOC, unless it is known that the facility or area is severely impacted by the incident, and then to the alternate EOC.

Emergency Work Provisions

The City may provide accommodations for employees required to report to the EOC following a disaster. Meals may be provided on a limited basis, and sleep areas may be designated for employees that need to rest. Special provisions required by emergency workers should be requested through supervisors in the EOC.

EOC FACILITY AND COMMUNICATIONS SYSTEMS

The Primary EOC (Fire Department) and Alternate EOC (Corporation Yard/Public Utilities) both have a diesel-powered back-up generator, should the power fail at either location. The generator starts automatically and will provide sufficient power to operate either location. The generator provides power to wall receptacles and designated lighting.

EOC Communications Systems

The City of Clovis has the following communications systems for use in the EOC:

Telephones

The Clovis EOC has analog phones for each section in the EOC. There is an EOC phone directory with the numbers of the EOC dedicated phone lines, along with additional agency and stakeholder phone numbers that may be needed in an emergency. Additional contact numbers for the ICP(s), EOC, assisting agencies, and public hotline will be provided by the Communications Unit upon EOC activation. Employees may also use cell phones in an EOC activation.

Computers

There are computers for each EOC Section in the EOC. The EOC computers are a part of the City's computer system. Wi-Fi is available throughout City Hall and provides internet connectivity in the EOC.

Fax

The Records copier machine outside of the EOC has a FAX available to send information via facsimile.

Two Way Radio

This system provides radio communications services to city and county law enforcement, fire services, and public works departments in Fresno County. It also allows for interoperability among the various disciplines. This system will be used in the EOC via handheld two-way radio.

Email

EOC staff can use their City email accounts while in the EOC.

Degraded Operations

Degraded modes of operation occur when technological systems fail to meet the levels of service that are expected by staff and managers under normal conditions. An emergency or

disaster may result in the failure of telephone service, electrical power, and other utilities, breaking the communications link between the EOC and City departments, DOCs, the OA EOC, and state and federal agencies. During a major disaster where the communications infrastructure is severely degraded, EOC staff must quickly develop a communications capability with the DOCs and EOC. It is imperative that EOC staff utilize manual document procedures to maintain an accurate record of EOC activities.

Catastrophic events such as a major earthquake could disable telephone, email and cellular communications. In this scenario, the primary means of communications will be via line-of-sight two way radios from the EOC. Field personnel carry narrow banded radios that include both UHF/VHF frequencies allowing multi-agency communication. The Communications Unit will develop a communications plan to maintain contact with required agencies until a primary system is functioning. The Situation Analysis Unit and Resource Status Units will track the emergency response and resource allocations for use by EOC staff.

The following options are available:

- The portable two-way public safety radios can be used in the EOC to contact Fire and Rescue, Emergency Medical Services, local city police departments, and the Sheriff's Department.
- Messages can be delivered between DOCs, the EOC, and City departments through the use of runners.
- Additional two-way radios are available through mutual aid within the region.
- The OA EOC is linked to the Operational Area Satellite Information System (OASIS) to communicate with the Cal EOC. Clovis can send a message to Cal OES through the OA.

EOC ACTIVATION CHECKLISTS

The Clovis EOC is compliant with the Standardized Emergency Management System (SEMS) as required by Government Code Section 8607(a). The SEMS functions represented in the EOC are Management, Operations, Planning/ Intelligence, Logistics, and Finance/Administration. The checklists in this section of the EOP includes instructions for setting up the EOC, a standardized position set up checklist for staff setting up the EOC, and an EOC checklist for all positions within the EOC.

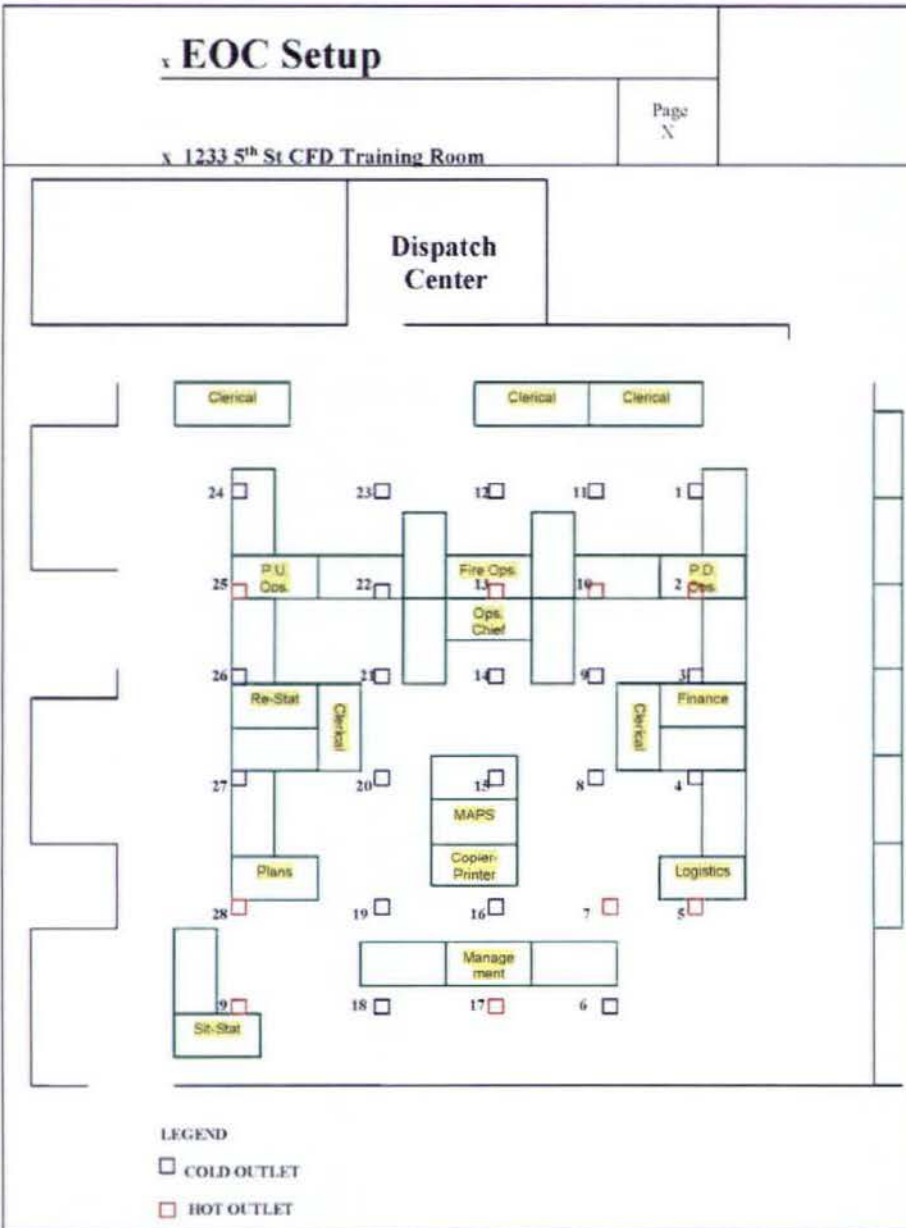
EOC Activation/Setup Procedures

The following checklist is to be used for implementing and setting up the primary EOC:

- ☐ Confirm proper authority is delegated to activate the EOC
- ☐ Ensure the Safety/Security Officer position has been activated
- ☐ The Safety/Security Officer shall conduct a safety/damage assessment of the facility (depending on the type/severity of the situation) and document the following:
 - Structure checked for visible damage
 - Utilities checked for any damage, leaks, downed wires, etc.
 - If power failure, check that the generator is functioning
- ☐ Obtain a briefing on the situation and the level of activation necessary
- ☐ Use the EOC notification procedures to notify the necessary management personnel from City departments
- ☐ Ensure the Emergency Services Coordinator has been notified of the activation and is responding to the EOC
- ☐ Ensure staff is available and assigned to assist in setting up the room used for the EOC
- ☐ All staff will sign in at the check-in location (kiosk in the front lobby area of the Police Department). All EOC responders must sign in to register and document their response, position worked, and hours of their shift
- ☐ Each section will locate their dedicated cache of EOC supplies and equipment
- ☐ Set up the room using the existing tables and chairs, which should be configured according to the level of activation, expected number of EOC responders, and layout in Figure 4
- ☐ Plug in the EOC phones in the receptacles on the floor and ensure they are functioning. The phone extension will be displayed on the front of the phone

Comment [ZK3]: ACTION ITEM: Each section has a dedicated cache, but those materials need to be reviewed.

- ☐ Open up the white boards mounted on the walls of the EOC which will be used to visually display the situation status and resource status during the incident
- ☐ Once the EOC is set up, and the phones are tested, a television(s) should be turned on to a news channel covering the emergency or disaster
- ☐ The various supplies for the EOC can be set up at each work station. These include note pads, phone rosters, pens and pencils, ICS forms, etc., and the specific position checklist from Part II of the EOP
- ☐ Understand that it may take time for employees to respond to the EOC and the first person to arrive must begin set up procedures and registration of EOC responders
- ☐ Once the order to deactivate the EOC has been given, ensure that all EOC personnel have been informed of the deactivation, and EOC Sections are cleaned up and supplies put away
- ☐ Unplug all telephones and collect clerical supplies to place into storage. Ensure any forms or documents left over from the EOC activation are forwarded to the Documentation Unit.
- ☐ Reconfigure the room to the state it was in before the emergency



Comment [ZK4]: PUNCHLIST ITEM: Reexamine the layout as part of the familiarization training and/or culmination table top exercise.

FIGURE 12. EOC SETUP

Voice	Data	
1.	V107	D087
2.	V112	D082
3.	V115	D095
4.	V122	D105
5.	V127	D107
6.	V131	D111
7.	V126	D106
8.	V121	D101
9.	V116	D096
10.	V111	D091
11.	V106	D086
12.	V105	D085
13.	V108	D088
14.	V117	D097
15.	V120	D100
16.	V125	D105
17.	V130	D110
18.	V129	D109
19.	V124	D104
20.	V119	D009
21.	V114	D094
22.	V110	D090
23.	V104	D084
24.	V103	D093
25.	V109	D089
26.	V113	D093
27.	V118	D098
28.	V123	D103
29.	V128	D108

Comment [ZK5]: PUNCHLIST ITEM: IT to check the status of the noted voice and data lines and update this list accordingly

ALL EOC RESPONDERS STANDARDIZED ACTIVATION PHASE LIST

The following standard tasks are performed by all EOC responders at the onset of the EOC activation, throughout the assigned shift, and when the position is demobilized. This standardized checklist has been developed for the Activation, General Operations, and Demobilization phases to be conducted during each shift worked according to the EOC position assignment in the EOC. This list will also be included in the checklist notebooks at each position within the EOC:

Activation Phase Tasks

- ☐ Check-in by signing the EOC roster. Confirm your assigned EOC position with the EOC Director or appropriate EOC Section Chief and report to your designated Supervisor.
- ☐ Obtain your approximate shift length, shift change times, briefing / meeting timelines and general EOC policies from your Supervisor.
- ☐ Report to your workstation and put on the appropriate EOC position vest.
- ☐ Start a position log that chronologically describes actions taken during your shift.
- ☐ Review your EOC Position Checklist; clarify any issues regarding your authority and assignment with your Supervisor.
- ☐ Ensure that all required supplies for your workstation are available and equipment is working properly, e.g. phones, radios, forms, lists, maps, computer, etc.
- ☐ Obtain initial incident briefing.
- ☐ Obtain contact information for counterparts in the EOC, at DOCs, and other relevant agencies. Establish lines of communications.

General Operations Phase Tasks

- ☐ Refer all media inquiries or contacts to the EOC PIO.
- ☐ Attend all meetings and briefings for your position.
- ☐ Maintain current status reports and displays for your position.
- ☐ Advise your Supervisor of any status/situation updates.
- ☐ Provide input to and review the EOC Incident Action Plan; execute the tasks of your section and monitor progress with the EOC Director's stated objectives.

- ☐ Maintain accurate records of personnel, equipment, and materials. Record all expenditures and forward to the Finance and Administration Section.
- ☐ Deposit all paper documents with the Planning and Intelligence Section's Documentation/Message Center at the end of your shift.
- ☐ Brief your relief at shift-change time. Ensure that activities in progress are identified and follow-up requirements are communicated and fully understood.

Demobilization Phase Tasks

- ☐ Begin demobilizing when authorized by your Supervisor.
- ☐ Ensure that any open actions are completed or transferred to other EOC elements, as appropriate.
- ☐ Ensure that all required forms and reports are completed; close out activity logs, return all checked out equipment, and provide all documentation to the Planning and Intelligence Section's Documentation Unit prior to your release and departure from the EOC.
- ☐ Inform counterparts at the EOC, any DOCs, and other relevant agencies that your position is being demobilized.
- ☐ Leave forwarding information, including cell numbers and email with the Planning and Intelligence Section's Documentation Unit.
- ☐ Participate in all scheduled debriefings and critiques of the emergency response. Be prepared to provide input to the After-Action Report.

ANNEX B: HAZARDS AND SPECIFIC THREATS

The City of Clovis is subject, in varying degrees, to the effects of the following:

- Drought
- Earthquake
- Flood
- Civil Disorder
- Dam Failure
- Hazardous Material Incident
- Nuclear Attack
- Power Failure
- Radiological Incident
- Urban Fire
- Aircraft Crash
- Excessive Heat
- Terrorism
- Epidemic

Additional Information can also be found in the Fresno County Multi-Hazard Mitigation Plan January 2009.

Actions to be accomplished in response to these incidents are contained in Part Two - Position Checklists of this plan and where appropriate, City and County departmental SOPs.

A synopsis of each hazard and its potential effects follows:

DROUGHT

Drought cycles appear to recur approximately every 11-12 years. Response actions include coordination with State and County authorities, water conservation measures, and adoption of land use regulations designed to enhance watershed management.

EARTHQUAKE

Earthquake is considered to be one of the most potentially destructive threats to life and property in Clovis. According to the California Division of Mines and Geology, no active faults exist in the City of Clovis, however, a moderate to severe seismic incident on any of several fault zones in relative close proximity to the city is expected to cause:

- Extensive property damage, particularly to pre-1930s un-reinforced masonry structures.
- Significant numbers of fatalities and injuries.
- Damage to water and sewage systems.

- Disruption of communication systems.
- Broken gas mains and petroleum pipelines, resulting in numerous fires.
- Disruption of surface transportation arteries.
- Competing requests for scarce mutual aid response resources.

FLOOD

Considered one of the more frequently occurring hazards, flooding accounts for the most damage sustained by a disaster during the past 5 years. Projected inundated areas and the severity of inundation are contained in the Flood Insurance Study and the Flood Insurance Rate Map (FIRM), compiled by FEMA and maintained in the office of the City Planning Department.

CIVIL DISORDER

Not considered a recurring threat. Response activities are contained in the departmental SOPs of the City Police Department.

DAM FAILURE

There are two main water detention basins within the city's sphere of influence.

- Pup Creek Detention Basin
- Alluvial Drain Detention Basin

HAZARDOUS MATERIAL INCIDENT

Hazardous materials likely to be involved in a spill or release within the City include herbicides, pesticides, chemicals in gas, liquid, solid, or slurry form; flammables; explosives; petroleum products; toxic wastes; and radioactive substances. The County Health Department is the designated administering agency for the Fresno County area hazardous material monitoring program. In the event of a spill or release, this agency should be notified immediately. Response actions are to follow Fire Department - Standard Operating Procedures.

NUCLEAR ATTACK

Federal and State studies indicate that Clovis is located in a high risk area with respect to the indirect effects of nuclear weapons, and low risk area with the respect to the direct effects of nuclear weapons. Response actions consist of in-place protection, upgrading of homes and existing shelters, construction of new shelters, expedient shelters and spontaneous evacuation (absent government coercion or direction).

POWER FAILURE

Power failure can cause a number of problems within the city, the most dangerous being a loss of water pressure. Water pressure/supply is essential to firefighting operations as well as human consumption. Backup power/systems are necessary to ensure an adequate water supply.

RADIOLOGICAL INCIDENT

Clovis is not located within the mandated planning zones of any nuclear power plant. Therefore, it is anticipated that a peacetime radiological incident would be the result of a transportation accident involving low level material used by hospitals, or in a more remote case, nuclear weapons.

URBAN FIRE

Not considered a recurrent problem. Most likely to occur as a result of some other major event (Earthquake, Explosion, etc.). Response actions would follow City Fire Department SOPs.

AIRCRAFT CRASH

The Fresno Yosemite International Air Terminal is located to the southwest of the City with flight patterns directly over the City of Clovis. Because of the airport's location and flight patterns, there is potential for an aircraft accident to occur within the City of Clovis. Response actions would follow City Fire Department SOPs.

EXCESSIVE HEAT

North American summers are hot; most summers see heat waves in one or more parts of the United States. Heat is one of the leading weather-related killers in the United States, resulting in hundreds of fatalities each year and even more heat-related illnesses. The City of Clovis begins to experience hot weather in May or June of each year and this heat continues throughout the summer months. *For more information refer to the City of Clovis Heat Emergency Contingency Plan*

TERRORISM

Terrorist attacks can occur anywhere, although high-profile locations and events are more likely to be targets. There is no template for a "typical" terrorist attack. Major incidents such as the attacks on the World Trade Center and the Pentagon on September 11, 2001, or the bombing of the Alfred P. Murrah Federal Building in Oklahoma City on April 19, 1995, are a reminder of our nation's vulnerability to these attacks, and highlight California's risk of similar attacks against its public officials, private and multi-national corporations, public infrastructure, and government facilities.

EPIDEMIC

An epidemic is when more than the expected level or number of cases of a disease in a particular location over a specified time period. Epidemics can be the result of human error, the introduction of a new microorganism into a susceptible population, evolution or change in a microorganism, changes in population that increase the number of changes in food production, sources of food, changes in where people live and their interactions with animal vectors, bioterrorism, or a confluence of multiple events.

TABLE 5.-CITY OF CLOVIS-HAZARD SUMMARIES

Hazard	Frequency of Occurrence	Spatial Extent	Potential Magnitude	Significance
Agricultural Hazards	Unlikely	Limited	Limited	Low
Avalanche	n/a	n/a	n/a	n/a
Dam Failure	Unlikely	Extensive	Critical	Low
Drought	Occasional	Extensive	Critical	High
Earthquake	Occasional	Extensive	Critical	Medium
Flood	Occasional	Significant	Critical	High
Landslide	Unlikely	Limited	Negligible	Low
Severe Weather:				
Extreme Cold/Freeze	Occasional	Extensive	Negligible	Low
Extreme Heat	Highly Likely	Extensive	Negligible	Medium
Fog	Highly Likely	Extensive	Negligible	Low
Snow	Unlikely	Extensive	Limited	Low
Tornado	Occasional	Limited	Critical	Low
Heavy Rain/ Thunderstorm/Hail/ Lightning/Wind	Highly Likely	Extensive	Limited	Medium
Soil Hazards:				
Erosion	Unlikely	Limited	Negligible	Low
Expansive Soils	Occasional	Limited	Negligible	Low
Land Subsidence	Occasional	Extensive	Negligible	Low
Volcano	Unlikely	Extensive	Critical	Low
Wildfire	Occasional	Limited	Limited	Low

Guidelines for Hazard Rankings

Frequency of Occurrence:

Highly Likely—Near 100% probability in next year
Likely—Between 10 and 100% probability in next year or at least one chance in ten years
Occasional—Between 1 and 10% probability in next year or at least one chance in next 100 years
Unlikely—Less than 1% probability in next 100 years

Spatial Extent:

Limited—Less than 10% of planning area
Significant—10-50% of planning area
Extensive—50-100% of planning area

Potential Magnitude:

Catastrophic—More than 50% of area affected
Critical—25 to 50%
Limited—10 to 25%
Negligible—Less than 10%

Significance (subjective):

Low, Medium, High

PART 3. APPENDICES

APPENDIX 1 RECOVERY ACTIVITIES

The Post-Emergency Period has at least six prime objectives, which may overlap. These objectives are:

- Reinstatement of family autonomy
- Provision of essential public services
- Permanent restoration of public and private property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts

Recovery Overview

Recovery operations are all actions that will return systems (facilities, infrastructure, social services, etc.) to normal levels of service. There is no clearly defined separation between response and recovery activities, as recovery operations should begin as soon as response operations commence (ideally at the time the disaster occurs). Recovery personnel will continue to use the principles and procedures contained in the ICS/SEMS/NIMS framework. It can be helpful to establish a "Recovery Organization" to identify necessary resources as well as sources of personnel, equipment, and supplies before a disaster occurs. While response operations rely heavily on the Operations and Logistics Sections, recovery operations require greater activity in the Planning and Finance and Administration Sections. The Fresno County Operational Area (OA) may continue to act as an informational and coordination point for Clovis and other Fresno County jurisdictions, but local jurisdictions work directly with State and Federal programs during recovery operations rather than going through the Fresno County OA.

All City departments will be responsible for some recovery and reconstruction duties. Any City department may be called on to provide recovery assistance as needed, and all City departments and staff are expected to comply with reasonable requests for assistance from staff in the Recovery Organization. If a request interferes with the department's or staff's ability to meet regular primary and non-deferrable responsibilities, the department or staff shall coordinate with the Coordinator of Emergency Services, who will make the final decision on the request. Departments and staff may also be responsible for coordinating recovery functions between departments and/or external agencies and partners.

SEMS/NIMS regulations require any local jurisdiction that issues a local emergency proclamation, affirmed by the governor declaring a state of emergency, to complete and transmit an After-Action and Corrective Action Report to Cal OES within 90 days after the end of the incident. This report must specify the emergency response actions taken, necessary

modifications to existing plans and procedures, any applications or suggested modifications to the ICS/SEMS/NIMS framework, identified training needs, and any recovery actions taken to date. The Planning Section of the EOC/RCC develops the After-Action and Corrective Action Report and transmits it to the Fresno County OA, which will forward it to Cal OES within the necessary 90-day window. The After-Action and Corrective Action Report should provide a broad perspective of the emergency situation. It should include all documents that were generated by the response activities and contain data gathered from interviews with emergency response staff. Although it does not encompass the post-disaster hazard mitigation plan, Planning Section staff should coordinate the two documents to ensure consistency. Hazard mitigation efforts may be included in the After-Action and Corrective Action Report as part of the discussion of recovery actions taken to date.

If activated for the emergency situation, the City of Clovis's EOC will generally remain active during recovery operations; however, it is not always advantageous for the EOC to remain at the site of recovery operations, as these operations may persist for months or years and the EOC may be needed for future emergency situations. Depending on the size and time frame of the recovery effort, the Coordinator of Emergency Services may shift recovery operations to a Recovery Coordination Center (RCC). Regardless of whether recovery operations are housed in the EOC or in a separate RCC, the organizations are structured similarly to an EOC during emergency response operations, including a Management Section that oversees four other sections (Operations, Logistics, Planning, and Finance and Administration). A Recovery Officer responsible for setting priorities and determining staffing. The EOC Director will determine who will serve as the Recovery Officer during recovery operations once lifesaving and immediate property protection actions are over. The Clovis recover organization is organized as depicted in the diagram below, with the command staff and individual sections staffed as needed:



FIGURE 13. RECOVERY ORGANIZATION

Assistance Efforts

If the president issues a declaration of emergency or major disaster, FEMA may provide federal disaster relief funding, in coordination with CalOES. The disaster assistance funds provided by FEMA are not intended to fully replace individual losses, but to return living conditions to a "safe and habitable" state. Depending on the disaster, federal agencies may only provide certain types of assistance. There are three general categories of federal disaster assistance funds: individual assistance, public assistance, and hazard mitigation assistance. Most federal disaster assistance consists of loans from the US Small Business Administration, not grants, regardless of whether businesses are the applicants.

As soon as possible, the State OES Coordinator, operating through the State of California Emergency Operations Center (SOC), will bring together representatives of federal, state, Operational Area, and city agencies, as well as representatives of the American Red Cross (ARC), for the purpose of coordinating the implementation of assistance programs and establishment of support priorities.

Individual Assistance

Individual assistance is intended for private individuals, including residents, businesses owners, and families. All victims of a disaster wishing to obtain this assistance must register to establish their eligibility. FEMA or other applicable federal agencies will verify eligibility and determine the need before offering assistance. Individual assistance includes the following:

- Home repair assistance to repair damage or rebuild destroyed homes not covered by insurance.
- Individual and family grants for necessary expenses and to meet serious needs not filled by insurance or other forms of aid. These costs may include medical costs, clothing, household items, heating fuels, moving and storage expenses, or other costs that impacted individuals may incur.
- Mortgage and rental assistance.
- US Small Business Administration disaster loans to repair or replace disaster-related damages to homes or personal property, to repair or replace disaster-related damages to business properties (including inventories and supplies), or to provide capital to small businesses and small agricultural cooperatives to help them through the recovery process.
- Temporary housing assistance.

Other individual assistance programs include free legal assistance, crisis counseling through FEMA's Crisis Counseling Assistance & Training Program, unemployment benefits and reemployment services, and support from nonprofit volunteer charities.

Public Assistance

Public assistance is intended to repair, restore, rebuild, or replace public facilities or pieces of public infrastructure that have been damaged or destroyed. This assistance is enabled by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, also known as the Stafford Act. Applications for public assistance must be submitted to the state within 30 days after the area has been designated as eligible for assistance.

Applications are reviewed by FEMA; if approved, FEMA will provide 75 percent of the necessary costs to the state, which distributes the assistance to the local community. The state decides how to split the remaining 25 percent of the costs between the state and the local community. California's cost share, which is generally up to 75 percent of the remaining costs, is authorized under the Natural Disaster Assistance Act. It also covers any overtime and supplies used in the response, and is managed through CalOES.

Staff in the local Recovery Organization will be responsible for gathering information and submitting claims for reimbursement to CalOES and FEMA. CalOES and FEMA will host a post-disaster applicant briefing to describe the program, eligibility rules, filing procedures, and associated deadlines. It is very important for Recovery Organization staff to participate in this briefing, allowing for maximum participation and potentially minimizing future appeals proceedings.

Hazard Mitigation Assistance

FEMA's hazard mitigation assistance grants provide funding for activities that reduce loss of life and property from future disasters. FEMA currently offers three types of hazard mitigation assistance programs:

- The Hazard Mitigation Grant Program, which is open to state and local governments, tribal organizations, and private nonprofit organizations (individuals and businesses may apply through eligible entities). It is intended to fund hazard mitigation activities as part of a disaster recovery effort.
- The Pre-Disaster Mitigation Grant Program is open to state, territory, and tribal governments (local communities, individuals, and businesses may apply through eligible entities). It helps to fund mitigation activities prior to a disaster occurring.
- The Flood Mitigation Assistance Program provides funding for projects that reduce the risk of flood damage to buildings insured under the National Flood Insurance Program. State, local, and tribal governments are eligible to apply

Recovery documentation

Recovery documentation shall be a description of the emergency situation; any disaster declaration or proclamation; lists of recovery teams and resources, disaster recovery training documents; and other documentation as needed to ensure an effective submission. The Finance and Administration Section shall transmit this information to FEMA and Cal OES as appropriate.

APPENDIX 2 TRANSIT EMERGENCY PLAN

Situation

The evacuations of New Orleans and Houston in 2005 due to hurricanes Katrina and Rita were two of the largest evacuations in U.S. history and indicated a number of shortcomings such as the lack of planning to evacuate carless residents, particularly minority, low-income, elderly, and persons with disabilities. In most cases, methods for communicating evacuation options by modes other than personal vehicles were not well developed. Nationally, a number of jurisdictions may indicate locations where public transportation may be accessed, but many have no specific services identified to assist persons in getting to those designated locations. Additionally, emergency transport for low-mobility populations is a persistent and common problem. Despite this attention, relatively little has been done to improve the situation. Although some plans call for the use of local resources for the movement of these populations during times of emergency, the strategies remain questionable.

Local and regional transportation planners, emergency managers, and non-profit organizations face a range of challenges when designing a successful evacuation strategy for the general public and Transportation Needs Populations.

Clovis Transit Emergency Evacuation Database

In the event of a mass disaster, Clovis Transit will make available its Emergency Evacuation Database to Clovis Fire Department to assist in evacuation planning for residents who may require transportation assistance.

Any Clovis resident who may need transportation assistance in the event of an emergency requiring evacuation can call Clovis Transit at (559)324-2770 for more information. The information in the database will be used by emergency responders to determine what type, if any, of transportation is needed.

Public Communications and Preparedness

Successful evacuations hinge on effective communication between the Clovis departments responding to the emergency and the people directly affected by the emergency, particularly those being evacuated. In this case, communication with Transportation Needs Populations is critically important. The term Transportation Needs Populations covers a wide variety of individuals, with potentially very different transportation needs. As a result, communication strategies vary. It is clear that just one communication method will not successfully reach each of these groups. Examples of various Transportation Needs Populations groups are:

- Low income, do not own a vehicle;
- Visitors to the area without access to a vehicle;
- Language barriers; in the Clovis area includes Hispanic or Latino, Asian, and Pacific Islander
- Physical or medical conditions affecting mobility but not ambulation (visually impaired, mental health, oxygen or other medical device dependent, etc.);
- Individuals who use a wheelchair;
- Individuals that are confined to a bed;
- Able-bodied individuals that own a vehicle but choose to not self-evacuate (based on fear or other reasons);
- Other able-bodied individuals who may not be able to self-evacuate; and
- Other carless individuals who do not need any support other than directions to the transfer/pick-up point (transit stop).

Assumptions

- During an emergency, the majority of people requested to evacuate will cooperate. However, some Transportation Needs Populations will refuse to evacuate even though they are at risk; this may include individuals without vehicles, tourists, and those who are homeless, etc.
- Because some Transportation Needs Populations suffer from mobility or sensory impairment, they will require specialized assistance in order to evacuate.
- Language barriers within the Hispanic or Latino, Asian, and Pacific Islander communities will hamper evacuation.
- Schools in the Clovis area have evacuation protocols that enable them to communicate effectively with both students and parents, and to utilize their available resources to evacuate students.
- Functional care facilities based in the area that serve unique populations, (e.g., hospitals, nursing homes, etc.) typically develop internal emergency response procedures. This includes evacuation procedures, protocols to communicate effectively with residents and families, and the ability to utilize available resources to evacuate residents.
- Persons commuting by private vehicle within the Clovis area are expected to evacuate in their own vehicles unless it is not possible due to the nature of the disaster. Similarly, persons commuting via transit are expected to evacuate via the same transit means.

- The Clovis Transit Service can take the lead during an evacuation to serve the Transportation Needs Populations. Their roles include:
- Evacuating individuals from transfer/pick-up locations to the designated drop-off locations. (Drop-off locations are designated areas that accommodate evacuees awaiting further instructions for sheltering. These are typically larger gathering areas that provide protection from inclement weather for four to eight hours).
- Notifying their paratransit services and any additional paratransit service providers about the evacuation. The paratransit agencies will coordinate the transportation of transportation needs evacuees from the designated drop-off locations to mass care facility shelters.
- Coordinating the routing, transfer/pick-up, and drop-off locations with regional transit agencies.
- Providing secondary routing for transportation needs evacuees from drop-off locations along established routes either back to the vicinity of their residence or to long-term shelters.

CONSIDERATIONS

Transportation Needs Populations within Functional Care Facilities

Hospitals, health care facilities, and senior care facilities located within the Clovis area will be evacuated in accordance with their own pre-planned internal procedures. In most cases, they will utilize their own available transportation resources. However, these plans are often inadequate when responding to an evacuation order that is more geographically widespread. Multiple institutions may be relying on the same set of transportation resources and, if coordination or pre-planning is lacking, some institutions may not be able to utilize the resources included in their plans. In addition to those residing in functional care facilities, there are persons with special needs who are otherwise independent in their daily living. Examples include individuals with significant immobility and those with sensory or cognitive/developmental impairments who may be assisted in their daily living by visiting nurses, home health aides, personal care attendants, medical equipment providers, or similar services.

Reentry for the Transportation Needs Populations

Reentry for the Transportation Needs Populations will be initiated by the Clovis Emergency Services Coordinator on clearance from the Incident Commander (IC). The clearance shall be based on a thorough assessment of the affected area and the conclusion that the affected area is sufficiently safe to permit reentry of residents and property owners. The Clovis Emergency Services Coordinator will appoint a Reentry Coordinator. The Reentry Coordinator is responsible for coordinating the reentry procedures with all involved agencies and ensuring effective communication. The IC, emergency management officials, and other relevant authorities must evaluate the factors identified above to determine if they meet prerequisite standards for reentry.

In order to meet such standards, the assessment of conditions preceding clearance for reentry shall include but is not limited to:

- Ensuring that the threat that caused the evacuation is over.
- Ensuring that hazardous conditions, including damaged structures, trees, infrastructure, roadways, and utilities, have been secured and no longer present danger.
- Determining that county services such as transit bus providers are sufficient to support the returning population.
- Coordinating the care of residents with disabilities who may need additional assistance in order to return home, particularly if the disaster impacted the area immediately surrounding their residence.

Checklist-Transit Emergency Evacuation

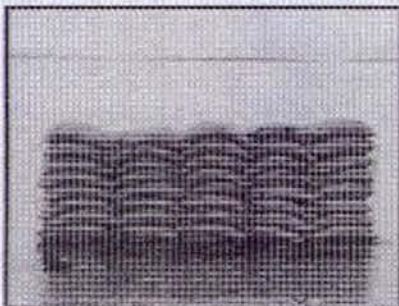
The following checklist covers operational tasks, duties, and responsibilities. This checklist supplements ICS Position Checklists covered in the EOP Part Two Annex. This checklist provides memory joggers for those operating within the EOC to assist/ensure the completion of critical transit evacuation tasks and is not necessarily in sequential order. This checklist does not supplant existing evacuation procedures or protocols.

Task	Oversight Provider	Yes/No
1. Acquire/provide Emergency Evacuation Database to assist in evacuation planning for residents who may require transportation assistance.	Fire/Clovis Transit	
2. Identify and select type and number of vehicles needed to meet emergency evacuation needs for the Transportation Needs Populations. Note: Hospitals, Nursing Homes, and like institutions must procure their own transportation resources and cannot rely on city-wide assets.	Fire	
3. Determine and mobilize qualified volunteers drivers to transport Transportation Needs Populations.	Clovis Transit	
4. Activate ramp equipped van/bus service for people with disabilities, elderly, and other populations with special needs.	Clovis Transit	
5. Mobilize on-duty bus drivers. Institute call-back for off-duty operators.	Clovis Transit	
6. Identify hospitals, assisted living facilities, senior living facilities, and nursing homes throughout the affected area and coordinate evacuation.	Emergency Services Coordinator	
7. Direct Transportation Needs Populations individuals to bus stop locations serving as transfer/pick-up and drop-off locations.	Police	
8. Instruct bus operators to immediately return to the affected area once Transportation Needs Populations evacuees are discharged at drop-off locations and to avoid picking up passengers attempting to travel inbound.	Clovis Transit	
9. Dispatch vehicles to return Transportation Needs Populations evacuees from drop-off points to take them as near as possible to their final destinations. Note: This service will continue until all evacuees are disbursed from drop-off points.	Clovis Transit	
10. Provide service to Transportation Needs Populations residents or other individuals to return to the impacted area as needed once the evacuation order has been lifted.	Clovis Transit	



CITY OF CLOVIS

PUBLIC UTILITIES DEPARTMENT



EMERGENCY FLOOD CONTROL PROCEDURES 2015 - 2016

CITY OF CLOVIS

EMERGENCY FLOOD CONTROL PROCEDURES

October 1, 2015

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PART I: Resources

COMMUNICATIONS/CONTACTS

PUBLIC UTILITIES DEPARTMENT

Telephone – 324-2600

	OFFICE	HOME	CELL
Luke Serpa, Public Utilities Director	324-2614	294-8060	367-5077
Lisa Koehn, Assistant Public Utilities Director	324-2607	298-6392	918-4009
Scott Redelfs, Assistant Public Utilities Director	324-2648	299-7979	862-5123
Rob Rush, Utilities Manager	324-2611	977-3900	916-4100
Eric Aller, Parks Manager	324-2616	855-2102	250-6518
Eric Zetz, Solid Waste Manager	324-2612	297-9624	977-1198
Ron Fujinami, Construction Manager	324-2615	291-0719	472-6960
Jim Chase, Streets Manager	324-2639	432-4450	320-6103
Leon Penney, Water Production Manager	324-3038	875-0465	593-6207
Kendall Cook, Fleet Maintenance Manager	324-2671	326-7756	285-1334
Kim Libeck, Management Analyst	324-2640	297-8797	307-4267
Glenn Eastes, Associate Engineer	324-2684		905-7322

PUBLIC UTILITIES LEADWORKERS

	OFFICE	HOME	CELL
Jesse Bravo, Water Service	324-2622	375-1094	916-4036
Judith Carothers, Meters	324-2623	298-6819	455-7957
Gerald Conley, Commercial Waste	324-2631		696-8246
Mark Faulconer, Signs & Striping	324-2656	324-0623	916-4010
Jerry Fickle, Valves	324-2625	298-1632	916-4016
Rickson Fisher, Parks	324-2651	298-2983	916-4008
Butch Garcia, Landfill	324-2637	323-6900	696-8248
David Garcia, Wastewater	324-2624	323-4249	916-4022
Robert Peralta, Fleet		322-1321	797-5206
John Pino, Street Maintenance	324-2660	593-9861	320-5160
Jason Schneider, Residential Waste	324-2632		696-8247
Barry Walzberg, Parks	324-2653		916-4007
Phil Raymer, Street Sweeping	324-2633	297-5383	696-8249
Dave Wilky, Fleet			597-1377
Victor Oliva, Parks	324-2652		567-8109

CONSTRUCTION MANAGEMENT

	OFFICE	HOME	CELL
Steve Stagner, Senior Eng Inspector	324-2378	689-3658	213-7816
James Dunkle	324-2389		288-6792
Donny White	324-2393		765-6324
Dan Lesmerises	324-2318		217-8500
Kris Diaz			593-6823

GOVERNMENT AGENCIES

City of Clovis

Clovis Police Department – Dispatch – 324-2800 or 911 (Dial 9 before 911)

Fire Department – 324-2200 (911 – fire and medical emergency only)

Chad Fitzgerald – Emergency Preparedness Manager – 324-2218 or 593-3289

Professional Exchange Service Corporation – 244-2523 or 228-6140

Consolidated Mosquito District – Mark Amorino – 896-1085

Fresno Metropolitan Flood Control District - 456-3292

Mike Folsom (Field Operations) - 325-3099 (home) / 301-6130 (cell)
Bret Phillips (Field Operations) - 275-1633 (home) / 301-8574 (cell)
Paul Allen (Facilities Manager) - 299-3714 (home) / 696-1035 (cell)
David O'Masters (Operations) - 696-1039 (cell)
Ryan Schiebelhut (Operations) - 696-9484 (cell)
Peter Sanchez (District Engineer) - 434-2294 (home) / 301-1058 (cell)
Brent Sunamoto (Operations Engineer) - 696-5939 (personal cell) / 908-8307 (District cell)
Verlyn Neufeld (Construction Manager) 322-8300 (home) / 779-9624 (cell)
Alan Hofmann (General Mgr) - 434-1450 (home) / 269-2419 (cell)
Emergency on-call 279-6452 (pager)

Fresno Irrigation District (FID) - 233-7161

221-3873 (24 hours)
244-2523 (answering service)
Gary Serrato, General Manager - 647-5575
Jim Irwin, Water Master - 647-5569
Murray Krum - 647-5580
Darren Valentine - 647-5567
Mike Prestridge - 647-5570
Phil Stanley - 647-5568
Lawrence Kimura - 647-5579
East Clovis Ditchtender - 647-5582

Cal Trans - 488-4020 or 488-4132

Carlos Lomeli (Maintenance Area Superintendent) 488-4180 (24 hours) / 240-0070 (cell)
Marco Sanchez (Acting Deputy District Director) 488-4144 / 285-0893 (cell)
Chris Bowen (Water Manager) 488-4181 / 246-4396 (cell)

Fresno County - Road Maint. Crew - 600-4078 (after hours Fresno County Sheriff - 488-3111)

Armando Mendoza (Superintendent) - 259-7086
Jerry Libeck (Supervisor Area 7) - 299-3818 (home)/213-5197 (cell)/600-4240 (Control 2 to page)
Martin Baughman (Supervisor Area 5) - 259-6827
County Office of Emergency Services - 600-4055

Clovis Unified School District

Stan Kawaguchi - 327-9290 (office) / 352-0592 (cell)
327-9777 (24 hours-on call)
Dean McCluskey (Plant Operations) 327-9535 (office) / (cell) 352-6958 (cell)
John Poytress (Director of Plant Operations) 327-9506 (office)

City of Fresno (emergency after hours) 621-1100

One Call Center - 621-2489
May Albani (Executive Assistant) 621-8635
Street Maintenance - 621-1492 Brian Russell 621-1309 (office) / 908-5769 (cell)
Sewer Maintenance - 621-1496 Art Alvarez 621-1270 (office) / 994-2854 (cell)
John Peck 621-1260 (office) / 994-2853 (cell)
Public Utilities Director - Tommy Esqueda 621-8610 (office) / 246-6121 (cell)
Public Works Director - Scott Mozier 621-8811 (office) / 246-7348 (cell)

UTILITIES

Pacific Gas & Electric

263-7277 (24 hours)
1-800-743-5000

Pacific Bell

611 (24 hours repair service)

EMERGENCY SERVICES

Housing

Veteran's Memorial Bldg. – 299-0471
corner of 5th and Hughes, Clovis

Food

Salvation Army
Weekdays before noon – 298-6797
After call – 233-0138 or 237-7121

Bedding, food, medical

American Red Cross – 455-1000 (24 hrs).

Hospitals

Clovis Community – 324-4000
2755 Herndon, Clovis

St. Agnes – 450-3000
1303 Herndon, Fresno

Ambulance

If, in your opinion, an ambulance is
needed, or the injured person requests
an ambulance, call Clovis Police
Department to dispatch the ambulance.

324-2800 / 911

SUPPLIERS/CONTRACTORS

Barricades	Alert-O-Lite – 2020 N. Winery	454-5861
	Alert-O-Lite – 2379 S. G Street	486-4570
	Safety Network – 2310 N. Larkin	291-8000
Sand	Rosenbalm - 1745 N. Hughes	256-3900
	After 5 p.m. (Todd) cell: 351-9404 or home	297-5057
	F & K Rock & Sand – 1832 Cougar Ln	324-9523
	After 5 p.m. (Laura)	240-4168
	Clovis Stone and Supply – 47 N. Sunnyside	299-9577
	Granite Construction - office	441-5700 / Todd Hill 318-6279
	Granite #'s: Mark Thorton – 318-6193 or Dan Tool 351-1813	
	Vulcan Materials (6:30 – 3:30) 11099 Old Friant Rd. – 434-0464 or 434-1202	
	Sand Bags Sacramento Bag Manufacturing	(800) 287-2247
	Saddleback Materials	(800) 286-7263 – Riverside, CA
	White Cap – 5780 E. Shields	294-9000
	Constar – 200 Park Creek	297-6070
	Alert-O-Lite – 2020 N. Winery	454-5861
	Alert-O-Lite – 2379 S. G Street	486-4570
	An-Wil Bag Company	(800) 340-7263 – Riverside, CA
	Hoses Calif. Industrial Rubber – 2539 S. Cherry Av	268-7321
	After hours: Steve Avila (cell)	824-6281
Pump/Generator	Jim Williams (home)	897-1215
	United Rentals – 5741 S. Toyota 834-6207	Mikko Kangas - 217-0841
	After hours: Paul Chaund, Mgr. (cell)	804-6134
	Quinn Rentals – 3594 S. Bagley Ave.	268-8800
	After hours: Mitch Zapien (cell) 267-3044 or Rudy Esquivel cell (352-2665)	
	Rain for Rent - office	693-4315 – San Joaquin, CA
	Mike Hazelrigg (cell)	907-4158 (cell)
	Valley Power Systems – 2935 S. Orange Av	486-6900 or 237-0869
	Alert-O-Lite – 2020 N. Winery	454-5861
	Alert-O-Lite – 2379 S. G Street	486-4570
	Gleim-Crown Pump Co. – 3087 S. Elm Ave.	266-0584 – 24hrs.
	Granite Construction – office	441-5700 or Todd Hill 318-
	Granite #'s: Mark Thorton – 318-6193 or Dan Tool 351-1813	
	Ahern Rental – 3591 E. Date Ave.	495-4000
	Electrical Repair Gleim-Crown Pump Co. – 3087 S. Elm Ave.	266-0584 - 24hrs.
	Industrial Electrical Co. – 2516 N Sunnyside	292-4714
	Valley Power Systems – 2935 S. Orange Av	486-6900 or 237-0869
	Pump Repair Gleim-Crown Pump Co. – 3087 S. Elm Ave.	266-0584 – 24hrs.
	Valley Power Systems – 2935 S. Orange Av	486-6900 or 237-0869
	Heavy United Rentals – 5741 S. Toyota Ave.	834-6207
	After Hours: Paul Chaund, Mgr. (cell)	804-6134
	United Rental trench safety – 1742 W. Pine	442-8989
	After Hour: (cell) 994-0611 (cell) 805-4022	
	Quinn Rentals – 3594 S. Bagley Ave.	268-8800
	After hours: Mitch Zapien (cell) 267-3044 or Rudy Esquivel (cell) (352-	
Radio Repair	Save Sum Rentals – 1475 Tollhouse Ave.	298-1713 - no after hours #
	Vincent Communications-5773 E. Shields	292-7010
	Vacuum Trk United Storm Water – City of Industry, CA	(877) 717-8676
Food	Foster's Freeze – 902 Clovis Ave.	299-2820

Available Supplies to Public

Sand and sand bags – Clovis City*	155 N. Sunnyside	324-2600
Sand and sand bags – Fresno County	Chestnut and Shepherd	600-4240
Sand and sand bags – Fresno County	9525 E. Olive (McCall)	600-4240
Sand and sand bags – Fresno City	El Dorado & E Street	621-1492 or 621-1100

*Clovis area supplies will only be distributed to citizens residing within the city limits of Clovis.
Amount of bags should be limited to ten (10) per residence, unless evidence suggests otherwise.

CITY PERSONNEL

Utilities Section – Available Personnel – 37

Rob Rush, Utilities Manager – Home 977-3900 / Cell 916-4100
 Leon Penney, Water Production Manager – Home 875-0465 / Cell 593-6207

Water Section

Jesse Bravo, Leadworker	375-1094
Judith Carothers, Leadworker	298-6819
Jerry Fickle, Leadworker	298-1632
Davy Arizmendez, SMW	433-9481
Brent Brown, SMW	322-4048
Julio Castaneda, Mtr/R	827-6703
Tom Fonville, SMW	476-6164
Eric Friesen, AWST	323-7487
Claudio Garcia, TPO	346-1182
Nick Gasparini, UW	248-8520
Bill Hasson, MW	593-5164
Thomas Heather, TPO	916-4021
Irene Hernandez, Mtr/R	485-6569
Dustin Hodge, UW	231-0520
James Holocker, MW	253-3294
Alex Kudinovich, Mtr/R	(818) 572-7765
Joe Lujan, MW	974-4142
Dave Meilberg, TPO	322-9913
Fernie Nino, Mtr/R	346-0309
Steve Ponce, Wtr/Sys Tech	362-9245
Chris Rodriguez, SMW	326-9245
Ray Romanowski, MW	392-1314
Joshua Ross, AWST	593-8029
Adam Stahl, SMW	286-7652
Cohen VanNoy, AWST	324-1583
Tom Wall, SMW	294-9511
Jack Wagner, AWST	916-9185
Jacquelynn Williams, UW	930-9043

Sewer Section

Dave Garcia, Leadworker	323-4249
Chris Bridges, SMW	392-2568
Dustin Buckley, MW	250-1551
Jeff Geren, SMW	472-6736
Michael Montanez, MW	305-7575
Robert Phipps, SMW	593-6648
Shane Atkins, MW	347-8615
Joshua Richards, UW	970-0557

Street Maintenance Section – Available Personnel – 12

Jim Chase, Streets Manager – 432-4450 Home / Cell 320-6103

Mark Faulconer, Leadworker	916-4010
Roy Evans, SMW	222-4020
Mark Medina, MW	960-1553
Brent Westrick, SMW	349-5057

John Pino, Leadworker	593-9861 cell 320-5160 home
Michael Allen, UW	474-5089
Ryan Kajitani, MW	396-6850
Joe Sanchez, MW	906-5135
Jim Stevens, SMW	375-0593
Bob Sutherland, SMW	269-0365
Darrick Woodall, MW	448-6689

Parks Section – Available Personnel – 16

Eric Aller, Parks Manager – Home 855-2102 / Cell 250-6518

Rickson Fisher, Leadworker	916-4008	Eric Harper, SMW	392-1587
Victor Oliva, Leadworker	567-8109	Ryan James, UW	349-0087
Barry Walzberg, Leadworker	916-4007	Chris Jensen, UW	392-3354
Ricky Amparan, Jr, UW	250-2997	Cordey Madden, MW	321-1629
Karyn Chilpigan, SMW	355-2960	Ryan Merkord, UW	776-6228
Rickey Coleman, MW	210-4167	Sydney Rollins, SMW	210-4126
David Cook, SMW	210-4121	LeAndre Steele, MW	375-9430
David Edwards, SMW	210-4112	Henry Valencia, UW	940-2220

Solid Waste Section – Available Personnel – 44

Eric Zetz, Solid Waste Manager – Home 297-9624 / Cell 977-1198

Gerald Conley, Ldwrkr	696-8246	Levy Lopez, SSO	393-3651
Butch Garcia, Ldwrkr	696-8248	James MacIsaac, SSO	593-3561
Phil Raymer, Ldwrkr	696-8249	Jaime Maldonado, SSO	967-3508
Jason Schneider, Ldwrkr	696-8247	Draw Marr, UW	708-9296
Eric Adams, MW	790-1099	Robert McCurny, UW	908-0311
Rick Amparan, UW	392-3130	Steve Mejia, SSO	824-4031
Alex Arikian, UW	575-8447	Aaron Meyer, SSO	259-0962
Lanny Bailey, SSO	960-6840	Arthur Negrete, SSO	314-5323
Roger Dwayne Balch, SSO	355-3934	John Nunan, Equip. Op	994-6971
James Bennett, SSO	289-0530	Greg Paminto, SSO	268-6910
Andy Burns, SSO	287-7382	Barry Patton, Sweep Op	974-5847
Ryan Chargin, UW	260-6584	Robert Peralta, UW	301-6900
Daniel De La Cruz, Sweep Op	289-2142	Ermilio Perez, SSO	801-7422
Ronald Gardner, Sweep Op	392-8639	Sal Rizo, SSO	243-6779
Jose Grano, Equip. Op	994-6991	Ed Rodriguez, SSO	353-1299
Nathan Gullidge, SSO	246-7692	James Simmons, MW	283-0875
Reginald Guzman, SSO	246-0760	Dale Talley, SSO	269-5180
Eric Hernandez, UW	970-0624	Ronnie Talley, SSO	307-7277
Jeffrey Jensen, Sweep Op	779-6777	Erin Thomas, UW	800-0600
Mike Larkin, SSO	593-5558	Jimmy Torres, Sweep Op	355-3028
Stanton Lewis, UW	253-3294	David Vega, UW	916-1164
		Pedro Vera, UW	567-8402

Fleet Maintenance Section – Available Personnel – 15

Kendall Cook, Fleet Manager – Cell – 285-1334

Dave Wilky, Leadworker	325-0627	Sean Gillespie, Eq Mech	940-1498
Robert Peralta, Leadworker	322-1321	Jordan Jett, Eq Mech Asst	323-5388
Cell	797-5206	Manuel Martinez, Eq Mech Asst	492-1947
Mark Bassett, Eq Mech	473-3229	Wayne Mortensen, Eq Svc	907-0460
Raymond Callahan, Part Ck PM	905-8674	James Norton, Eq Mech	469-6932
Erik Covey, Eq Mech	289-4883	Steven Schiedel, Eq Mech Asst	307-4847
Austin Emrany, Parts Clerk AM	232-2560	James Stringfield III, Eq Mech	273-7556
J C Espinosa, Eq Mech	217-9447	Scott Troescher, Serv Wrtr	299-3250

ADMIN/CLERICAL – Available Personnel – 11

	Home	Cell
Maria Andrade – Office Assistant		355-9273
Paul Armendariz – Assistant Engineer		213-2540
Rey Empleo – Junior Engineer	299-3728	906-5067
Liz Holguin – Office Assistant	456-0781	353-1867
Bret Johnson – Engineering Tech		871-6921
Susan Lummis – Principal Office Assistant	298-5012	824-3982
Tina Davis – Principal Office Assistant		(719) 331-9456
David Rodriguez – Engineering Tech		978-4100
Pam Smith – Office Assistant		994-9506
Brian Sutterfield, Electrician	283-1575	765-1115

CITY EQUIPMENT

Storm Control			Water		
39012	2008 Powerprime 4" 780 gpm		42004	2004 Chevy 1 ton valve trk	Lujan
39005	Multiquip pump 4" 500 gpm		42008	1990 Arrowboard	
39007	2006 Powerprime 6" 2000 gpm		42010	1993 Backhoe	
39010	Massey Ferguson		42011	2003 GMC 1-ton	C Garcia
39011	Fuel trailer		42017	1990 Pull disc	
40089	4" Gorman Rupp	Landfill	42020	200 KW Generator	
40090	6" Gorman Rupp	Landfill	42021	Hydrotec pressure washer	
Parks			42025	2006 GMC pickup	Johnson
51000	2008 Chevy 1500	Alier	42026	2006 1 ton valve truck	Wall
51025	2014 Ford F250	Walzberg	42027	1997 Honda ATV	
5150	2003 GMC 2500		42034	2000 Dodge 1-ton	SWTP
51087	2011 Ford F250 PU	Steele	42038	Small equipment trailer	
5105	2003 GMC		42039	Traffic control trailer	
51006	2007 Chevy 2500	Madden	42040	2003 Backhoe	Brown
51007	2006 Ford E150	Harper	42043	2005 Chevy 1/2 ton pickup	SWTP
51019	2007 Ford F250	Merkord/Atkins	42045	2004 trail king backh trailer	
51028	2007 Chevy 2500	Rollins	42046	Sadler dump trailer 4x10	
51041	2007 Vermeer tree chipper		42047	2005 CAT #500L forklift	
51055	2003 Dargo dump trailer		42048	2009 Panther 5x8 dump trlr	
51059	2013 GEM		42049	2008 Ford 650 7 yd dump	Stahl
51064	2007 Ford F350		42052	2008 JD Mini excavator	Rodriguez
51068	2005 Jacobsen tilt trailer		42053	2008 Jacobsen 18,000# tilt	
51070	2007 Jacobsen tilt trailer		42060	2006 Chevy Colorado	Hernandez
51071	2008 Jacobsen tilt trailer		42063	2008 1 ton service truck	Friesen
51076	2007 Ford F250		42064	2008 1 ton service truck	Ross
51077	2008 Ford F350 box dump	Romanowski	42065	2008 1 ton service truck	Van Noy
51078	2007 Ford F350	Chilpigan	42066	2007 1 ton valve truck	Forville
51088	2011 Ford F250 PU		42067	2009 F-250 Service truck	Holocker
51089	2011 Ford F250 PU	Cook/Amperan	42068	2008 Ford Ranger	Castaneda
51090	2011 Chevy 1500	Fisher	42069	2008 Ford Ranger	Kudinovich
51091	2011 Ford F150	Wooten	42070	2008 Bobcat Toolcat	
51092	2011 Ford F150	Coleman	42072	2010 Ford F-150	Ponce
5117	2006 Altec	Oliva	42073	2010 Ford F-150	Bravo
5130	2002 Chevy 3500 HD small dump		42074	2010 Ford F-150	Carothers
5148	2002 utility trailer		42075	2010 Ford F-250	Gasparini
5153	2005 Kubota		42076	2010 Ford F-450 utility	Rodriguez
5158	2005 Dargo dump trailer		42077	2011 F-150	Fickle
Wastewater			42078	2011 Ford F-350 stake bed	Romanowski
41002	2005 Ford F-250 pickup	Garcia	42079	2011 Ford F-650 utility	Anzmez
41005	2002 Hi Velocity Sterling Camel		42082	2012 F-250	Williams
41006	2009 High Velocity Inter Camel	Phipps	42083	2013 F-150	Nino
41010	1984 Enduro Trailer		42084	2014 Ford F-250	Wagner
41011	2006 Cement Mixer		42086	2014 Int 15 yd dump	Brown
41012	2000 Ford Video Van	Bridges			
41015	2012 International Camel	Montanez			
41016	2013 Ford F-450	Buckley			
			Fleet Maintenance		
			45001	Ford F450 service truck	
			45002	Ford F250 pickup	
			45004	Chevy service truck - FD	

Streets Maint.		
3201	2003 Chevy 1 ton	Westrick, Evans, Medina
3202	2003 Chevrolet PU	Faulconer
3203	2002 Chevrolet Flat bed	Stevens, Kajitani
3204	2007 GMC Stencil truck	Westrick, Evans, Medina
32008	2015 Chevy stencil truck	Evans, Westrick, Medina
3214	2007 Pace Cargo Trailer	Westrick, Evans, Medina
33025	2008 Airman Compressor	Sanchez, Woodall, Kajitani
3303	2007 Chevy flat bed	Sanchez, Woodall
3304	2005 Sterling dump truck	Sutherland, Stevens, Kajitani, Harper
3305	2000 Patch Truck	Sutherland, Stevens, Pino, Sanchez
33010	2006 Chev 3500	Stevens, Sutherland, Pino, Woodall, Sanchez, Kajitani
33021	2007 Bobcat Skid Steer	Stevens, Sutherland, Sanchez
33022	2007 Gem State Tri	Stevens, Pino
33023	2007 Wells Cargo Trailer	Stevens, Pino, Sanchez, Woodall
33032	2011 International dump truck	Stevens, Sutherland, Kajitani, Harper
33034	2000 Int. dump truck	Sutherland, Pino, Stevens
33040	2012 Ford PU	John Pino
33041	2014 Chevy flat bed	Sanchez, Woodall, Kajitani
3313	2006 IR Roller	Sutherland, Stevens, Pino
3314	1989 Ziemer tilt bed trailer	Sutherland, Stevens
3315	1997 WC trailer	Pino
3316	2003 Case Loader	Sutherland, Pino, Stevens, Sanchez, Woodall
3320	2006 Case Tractor	Pino, Stevens, Sanchez, Woodall
3331	Paver	Stevens
34001	Lift Truck	

Landfill	
4033	Roll off truck
4050	Ford 3/4 ton 4X4 pickup
4061	420 D backhoe
4062	Cat D-9
4064	2000 loader
4065	Cat scraper 621G
4074	1990 Cat scraper
4076	2006 Int'l Ford water truck
4077	Ford lube truck int'l
4078	1996 Motor grader
4079	Aljon compactor
4082	1995 Freightliner dump truck
4084	1999 Kawasaki mule
4087	2001 Ford F-350 crew cab svc truck
4088	Homelite water pump x 4"
4089	4" water pump with trailer
4090	6" water pump with trailer
40092	2010 Aljon compactor
5504	988 loader

Street Sweeping	
3104	2000 Tymco Sweeper
3105	2003 Tymco Sweeper
3107	2005 Tymco Sweeper
3108	2005 Tymco Sweeper
3109	2008 Elgin diesel Tier 3 Sweeper
31010	2008 Elgin CNG Sweeper
31012	2008 Elgin CNG Sweeper
4000	2000 Ford pickup
40012	2014 Ford F-350 box van
4040	8in trailer
4056	2004 Int'l flatbed w/crane claw
4057	2005 JD loader
4059	2010 Case Loader

PART II: Procedures & Forms

EMERGENCY FLOOD CONTROL PROCEDURES

The Public Utilities Department has established two (2) Storm Water Patrol teams, comprised of 24 Public Utilities field employees, to respond for emergency flood control measures. Each team has a FIELD LEADWORKER and a YARD LEADWORKER. The teams have been assigned on a rotating weekly basis during the rainy season from October through June. Each team composition includes two Leadworkers and a cross section of employees from various work sections. The advantage of this cross section allows access to each section's resources: shops, tools, equipment, or vehicles.

Each FIELD LEADWORKER should be prepared in advance to contact some alternate employees from the same section from which a member of his team is unable to respond in order to assure access to equipment.

PROCEDURE

If there is only a light or moderate rain, the FIELD LEADWORKER should wait for a telephone call/complaint from a manager, the after-hours answering service or the Police Department. Upon arriving at the Sunnyside Avenue Corporation Yard, the responding FIELD LEADWORKER assumes the responsibilities of INCIDENT COMMANDER (IC). The FIELD LEADWORKER/IC should (1) notify the UTILITIES MANAGER of his location, (2) notify Police Department, (3) call the answering service and give them the number where he can be contacted, and (4) visit the problem locations reported by Clovis PD or the answering service. Based upon field observations, the FIELD LEADWORKER shall (5) call the YARD LEADWORKER to report to the yard if the situation warrants. (6) Once the severity of an event requires a YARD LEADWORKER, the first action of the YARD LEADWORKER shall be to call in one or more field personnel to work under the direction of the FIELD LEADWORKER/IC.

The duties of the FIELD LEADWORKER shall be to check all reported areas of flooding, known drainage trouble spots and storm pump locations. The number of flooded areas and severity of street flooding shall determine if the YARD LEADWORKER and additional personnel are required. He shall keep the YARD LEADWORKER informed of the status so that personnel can be dispatched accordingly. He shall also report all unusual circumstances such as road closures, unusual flooding, signal lights out etc., to the YARD LEADWORKER who shall notify the Police Department and the Fire Department immediately.

The YARD LEADWORKER assumes the responsibilities of several functions within the Planning and Logistics Sections, including Resources, Situation Documentation and Supply Unit Leader. The YARD LEADWORKER's duties are to call in crews as needed by the situation. He shall also monitor and log all telephone calls and dispatch crews as needed, monitor the availability of materials and equipment and order supplies as necessary. The YARD LEADWORKER will also complete the storm log and complete all necessary forms.

The FIELD LEADWORKER/IC shall notify the UTILITIES MANAGER (or Duty Manager) when the conditions warrant an expanded or extended response. In such case, the

UTILITIES MANAGER shall report to the yard and assume IC responsibilities and notify the ASSISTANT PUBLIC UTILITIES DIRECTOR of heightened status. For any event where the UTILITIES MANAGER assumes IC responsibility or the storm response exceeds 12 hours in duration, an Incident Action Plan shall be prepared using the forms that are included in Appendix A of this plan. These forms are located on PWPub:STORMPAT/Incident Action Plan and are called Blank Incident Action Plan. The completed Incident Action Plan should be saved on the PWPub:STORMPAT/Incident Action Plan in a file called Incident Action Plan (date).

Communications between all individuals assigned to the event shall be via the Public Utilities radio system to allow all parties to remain apprised of activities, as well as problems that may develop.

1. The first employee into the yard should be dispatched with barricades for streets that have been reported to be flooded and to the following problem locations: (NOTE: In the event that a very intense, or several consecutive storms have occurred, the Leadworker should consider going immediately to the Pup Creek grate locations as the first order and then follow with this item).

PLACEMENT ORDER WITH ADVANCE WARNING SIGNS

1. Armstrong from Roberts to Bullard (2)
2. Sunnyside north of El Paso
3. Shepherd at Sunnyside (2)
4. Herndon at DeWitt
5. Shepherd, east of Temperance
6. Minnewawa, north of Ashlan between Norwich and Swift (2)

NOTE: Additional barricades may be required, depending on rain, at:
Minnewawa, north of Ashlan between Norwich and Swift (2)
Gettysburg between Minnewawa and Crescent
Santa Ana and Minnewawa intersection
Santa Ana from Minnewawa to Villa
Temperance between Barstow and Bullard
Peach south of Herndon
Nees at DeWitt
Timmy north of Nees

The placement order is the most efficient manner to place barricades; however, the priority ranking should be considered by the crews, taking into account the amount of rainfall with safety first and property damage second.

2. The next employee should begin patrol of Pup Creek, for its entire length, and occasionally checking and clearing Dry Creek, west of Willow Avenue (behind Home Depot) and at Barstow Avenue west of Peach Avenue. (A call should be made to FID and FMFCD if it appears that Dry Creek will require continued cleaning). The crew must continually patrol Pup Creek to ensure that all culverts are clean of debris at Pup Creek Crossings: Stanford, Sunnyside and at the Rodeo Grounds. FMFCD should be contacted if problems exist. See Page 4 if assistance is needed.

If Dry Creek rises high enough to close the flapper gates on Pup Creek at Dry Creek, or when Pup Creek is at full pipe on the west side of DeWitt at 9th, consideration must be given to diverting Pup Creek into the Fowler/Bullard and Barstow/Villa storm basins or divert Pup Creek into the Villa Avenue Corporation Yard's storm drain basin. FMFCD is to be notified of these problems immediately so arrangements can be made. Another indicator that diversions will be needed is water backing out of the Pup Creek inlets on Peach north of Shaw south of Mitchell (access location from Barstow Avenue).

3. The barricade crew should return to the Sunnyside Avenue Corporation Yard after placing barricades for further assignments.

If additional pumping is required, a call for assistance should be made to the UTILITIES MANAGER or the supervisor on duty.

4. A two-man crew should also be dispatched to check and clear the grates and storm inlets and to place barricades as needed. Check all inlets on the problem drain list. During a large event, two crews should be committed to this activity and divide the City into North and South zones between Shaw Avenue and use the problem drain list on page 27.
5. If sand bagging is required, a call should be made to the Director of Public Utilities regarding potential property damage.
6. All temporary ponds and ponds requiring pumping should be monitored to determine if additional pumps should be rented or relocated; all the ponds have staff poles/gauges. If Fresno Metropolitan Flood Control District (FMFCD) ponds or Clovis Unified School District (CUSD) ponds need pumping, contact the respective agency (see page 4). If necessary, we should do the work and request financial reimbursement.
7. During any year when extensive rainfall has occurred (in excess of 12" - 14"), the periodic monitoring of permanent basins, orchards, and fields is necessary to prepare strategies for handling basin relief and dealing with increased runoff.
8. See page 26 for Temporary Basin Pumping locations.
9. See page 27 for problem drain locations.

STORM DRAINAGE PROCEDURES

During the normal workday when rainfall exceeds 0.25 inch or when rainfall has occurred the night before, our regular work program must be altered to provide the necessary storm drainage safeguards.

Parks Section	-	Pup Creek patrol and trash rack clearance; haul material collected to Villa Yard. Assist in de-watering temporary basins.
Wastewater Section	-	Storm drain inlet and cross drain clearance; basin monitoring and pumping to retain one-inch (1") rainfall protection. Monitor Pup Creek.
Street Section	-	Barricade placement tracking and removal. Monitor Pup Creek.
Water Section	-	Using service trucks after rain has stopped, pump out street locations and sand bagging as required. Monitor Pup Creek.

After each emergency patrol and after each storm, the YARD LEADWORKER shall prepare a report (see attached sample) to include all pertinent facts and responses for future reference. This report shall be filed with the Assistant Director of Public Utilities at the earliest time, no later than the next day after the storm is over. If the storm lasts more than one day, a separate report should be filed for each 24-hour period. Any work performed for FMFCD should be noted on this report with a breakdown of the type of work performed, man-hours, equipment, materials, etc.

OPERATING AND MAINTENANCE PROCEDURES

Routine Storm Drainage Maintenance and Nuisance Water

During the summer months, all temporary storm drain basins require weed control. Trees and brush are to be removed and weeds flail-mowed or hoed. Labor to accomplish this task is handled through the Parks Section. Weed removal should begin in April of each year at the latest.

During the early summer months, it is necessary to contact the Mosquito Abatement office (896-1085) to assure they have all ponds on their routine list for spraying.

Complaints of nuisance water in gutters occur during the summer months. Persistent locations include:

1. 202 N. Peach
2. Armstrong at Tollhouse
3. Helm at Holland
4. Sylmar north of Shaw

During the summer, the high velocity flusher units may be assigned to flush the gutters not more than once and then only if safety warrants (i.e., valley gutters, etc.) to reduce slime that has developed in the gutter. Street sweepers should be called out to reduce slime.

In the fall season, prior to major rainfall, all storm drains, inlets and cross drains in the City are checked by the Wastewater Section.

West Nile Virus Info:

www.WESTNILE.CA.gov

Mosquitoes: (559) 445-3324

Dead birds: (877) 968-2473

POWER FAILURE - FMFCD Storm Pumps

Permanent FMFCD storm lift pumps should be checked to be sure they are working - in the event of failure or power outage, FMFCD should be notified immediately and the following should be considered:

- a) Villa Avenue Corporation Yard (4B) pump inoperative will flood the Barstow/Adler areas. Barricades and sand bagging will be required and it will be necessary to place a six-inch pump at Barstow and Sylmar Avenues into Dry Creek.
- b) Minnewawa Avenue south of Herndon Avenue (5B/5C) industrial tract pump inoperative - set up a three-inch pump and pump into Dry Creek. Pump is connected to Basin 5B/5C and is set to turn on only when storm drain system capacity is exceeded.
- c) Barstow/Villa basin inoperative (4C) - only need to empty pond - can wait for several hours.
- d) Cole/Hoblitt (3D) - Basin is tied into Basin 4C. The top 4' of basin can gravity feed to Basin 4C.
- e) Peach/Ashlan (S) - pump to Gould canal.
- f) Ashlan/Holland (1E) - pump to Gould canal.
- g) Bullard/Fowler basin inoperative (4E) - only need to empty pond - can wait for several hours.
- h) Fairbrook/Estabrook (4D) - pumps to Pup Creek. Can set second pump and pump to Pup Creek. Install Pump Station 2014/2105.
- i) Clovis/Gould basin 2D pump (2D) - only need to empty pond.
- j) Nees/Marion (BT) - Pump to stand to Big Dry Creek. Discharge line is independent of recharge line to recharge site.
- k) Shaw/Laverne (3F) - will flood Fowler south of Shaw at Santa Ana - set pump in SE corner and pump into standpipe.
- l) Sierra/Hughes (6D) - will flood on Sierra and Herndon at DeWitt. Can pump Herndon to Cal-Trans basins on Rogers Ave. Contact Cal-Trans. Basin is connected to Basin 5B/5C. The top 6.25' of basin can gravity feed to Basin 5B/5C.
- m) Temperance/Gould (1G) - will flood Hampton Way to Armstrong. Set pump in basin and pump into canal.
- n) Willow/Sample (CL) - Set pump in basin and pump into standpipe irrigation main.
- o) Temperance/Enterprise (BX) - set pump on trail, pump into Alluvial Drain standpipe.
- p) Clovis/Alluvial (7C) - set pump on trail pump into dry creek standpipe.
- q) Fowler/Vartikian (5F) - pump to standpipe in basin.

- r) Minnewawa and Third (5B/5C) – pump to standpipe in Basin
- s) Helm and Twain (3A) – Pump to standpipe in Basin
- t) Teague and Timmy (8C) – Pump to standpipe in Basin

City of Clovis

In the event of a power outage, the following sewer lift station will not function with the existing by-pass. Holding time is approximately 24 hours.

- a) Gettysburg and Phillip

NOTE: *Dry wells must be pumped before station is put back in operation, or arrangements can be made to place a portable generator at these locations. (See Page 6 - Electrical Repairs).

If power is out for any period of time, the Wastewater Leadworker or Utility Manager should be called about this lift station immediately.

- b) Old Town Trail locations with Pump Stations:
 - Clovis Ave. @ Lowe's entrance (south of Shaw)
 - Clovis Ave. @ Scott Ave.
 - Herndon Ave. @ N. Minnewawa Ave.
 - Nees Ave. @ N. Timmy Ave.
 - Willow Ave. north of Nees Ave.

These locations must be checked for proper drain system operation and drain cleaning. Each location has several slotted drain inlets. If pumps are not operational, the affected trail crossing should be closed and barricaded.

PONDING BASINS

Below is a current list of all storm drain basins that handle City storm runoff and their status.

Fresno Metropolitan Flood Control District Basins:

Plat	Location	Basin	FID Discharge	CFS
Plat 7	Willow & W. Sample	(CL)	* Y Helm Canal	5
Plat 9	Minnewawa and Third	(5B/5C)	* Y Dry Creek	10
Plat 11	Hughes & Sierra	(6D)	* Y to 5B5C	5
Plat 13	Fowler & Bullard	(4E)	* Y Pup Creek	10
Plat 14	Fairbrook & Estabrook	(4D)	Y Pup Creek	10
Plat 16	Peach Alignment & W. Ninth Alignment	(4B)	Y Dry Creek Canal	12
Plat 20	Helm & W. Twain	(3A)	* Y Big Dry Canal	40
Plat 21	Villa and Barstow	(4C)	Y Pup Creek	10
Plat 23	Cole & Hoblitt	(3D)	* Y Jefferson Canal	5
Plat 31	N. Winery & E. Euclid	(Q)	Y Gould Canal	2
Plat 33	Peach & W. Ashlan	(S)	* Y Gould Canal	12
Plat 35	Clovis & Gould Canal	(2D)	* Y Gould Canal	5
Plat 36	Gould Canal @ Ashlan & Holland	(1E)	* Y Gould Canal	5
Plat 39	Laverne & Shaw	(3F)	* Y Dawson Canal	4
Plat 41	Fowler & Vartikian	(5F)	* Y Pup Creek	5
Plat 43	N. Fowler & E. Birch Alignment	(7D)		
Plat 46	N. Clovis & Alluvial	(7C)	* Y Dry Creek Canal	10
Plat 50	N. Chestnut & E. Bedford	(CZ)	* Y Maupin	5
Plat 54	N. Marion & E. Nees	(BT)	* Y Dry Creek Canal	25
Plat 65	Temperance & Gould Canal	(1G)	* Y Gould Canal	12
Plat 68	Phillip & Dakota	(BW)	*	
Plat 72	N. Winery & E. Dakota	(U)	*	
Plat 80	N. Temperance & E. Enterprise Alignment	(BX)	Y to BT	25
Plat 84	N. Temperance and Sierra	(7H)		
Plat 85	N. Temperance & E. Sierra	(PCRB)	#	
Plat 101	N. Willow & W. Teague	(BC)	* Y Maupin Ditch	5
Plat 116	N. Locan & E. Barstow	(3G)		
Plat 119	Locan & Gould Canal	(DO)		

Bold type are basins in the City of Fresno.

Italics are basins in the County of Fresno.

* May be used as recharge basin.

Pup Creek Retention basin.

CITY OF CLOVIS Basins

<u>Plat</u>	<u>Location</u>	<u>Basin</u>
Plat 54	Sunnyside and Alluvial	Recharge
Plat 21	Villa and Barstow	(4C)
Plat 84	N. Temperance and Sierra	(7H)

Temporary Basins - Active

The locations marked with an asterisk have not supplied maintenance fees as indicated.

<u>Plat</u>	<u>Location</u>	<u>Amount</u>
Plat 37	2078 Austin (TR 5579)	\$30,000
Plat 46	Herndon and Dewitt	*
Plat 59	N. Holly Alignment & Palo Alto (TR 3908)	\$ 2,000
Plat 76	Clovis Ave @ Muncie Alignment Wathen - Mark Wathen (Developer Maintenance)	*

Private basins - (on site).

<u>Plat</u>	<u>Location</u>
Plat 4	Lithia Nissan, 370 Herndon (east of Peach) (SPR 2000-022) UJC Church, 156 N. Villa (SPR 1993-009)
Plat 5	LDS Church, 220 N. Peach (SPR 1985-018)
Plat 12	2080 Tollhouse (SPR 2005-009)
Plat 16	Woods Mobile Home Park, Peach alignment and Eighth Street alignment (SPR 1978- 9)
Plat 25	Yosemite Gardens, 2100 Fowler (SPR 2003-31)
Plat 44	Derrel's Mini Storage, 491 Herndon (CUP 1990-19)
Plat 44	Derrel's Mini Storage, 750 N. Fowler (SPR 2003-019)
Plat 46	Derrel's Mini Storage, DeWitt and Rogers, 491 Herndon (SPR 1990-19)
Plat 48	Willow Creek Residential Care, Alluvial west of Willow-Well 21 (SPR 85-076)
Plat 51	Willow Station (Willow south of Nees)
Plat 57	Temperance (Alluvial to Nees) Precision Plastics
Plat 58	Tollhouse and Herndon NEC (Red Rocket), 2307 Herndon

Cal-Trans basins call prior to pumping into these basins.

Plat 9	Villa/Sierra/168
Plat 20	Willow/Dry Creek/168
Plat 46	Rogers/DeWitt/168
Plat 58	Tollhouse/old Temperance/168

STORM PATROL LOG

DATE _____

No. of Barricades & Locations

- ☐ Minnewawa n/of Ashlan between Gettysburg
 and Swift (6)
☐ Shepherd at Sunnyside (2)
☐ Shepherd E. of Temperance
☐ Nees at DeWitt
☐ Herndon at DeWitt
☐ Armstrong – Roberts to Bullard
☐ _____
☐ _____
☐ _____

PUMPING PERFORMED

APPROXIMATE RAINFALL _____

PUP CREEK STATUS (times checked)

- ☐ ☐ ☐ ☐ ☐ ☐
☐ ☐ Fowler and Bullard
☐ ☐ Sunnyside n/of Celeste
☐ ☐ West end of Pup Creek behind Rodeo
 grounds

COMMENTS: _____

NOTE: Attachments – P.D. reports of flooding

EMPLOYEE & VEHICLE LOG

YARD LEADWORKER _____

DUTY MANAGER _____

FIELD LEADWORKER _____

NAME	DATE	TIME IN	TIME OUT	TOTAL HOURS	OT/ COMP /REG	VEHICLE NUMBER	ASSIGNMENT

STORM PATROL BASIN AND FLOOD CONTROL STATUS

Plot	Basin Location	YES OR NO		YES OR NO		YES OR NO		Pumping Priority	Basin Level L - M - H	COMMENTS
		Pump at Site	If yes, gas or diesel and pump size	Pump Running	If yes, duration pumping needed (hrs)	Need to set up pump?	If yes, duration pumping needed (hrs) (next shift)			
59	Palo Alto & Holly Align									
76	Clovis Ave. n/o Nees*									
	ADDITIONAL PROBLEM AREAS									
34	Minnewawa & Swift									
3	Herndon & DeWitt									

ADDITIONAL COMMENTS

*Denotes contractor responsible pond. (Keep record of time and charges)

THIS LIST IS TO BE FORWARDED TO ON-DUTY LEADWORKER PRIOR TO START OF NEW SHIFT (REGULAR DAY OR STORM PATROL SHIFT (IF NEEDED)). IF A YARD LEADWORKER IS ON DUTY, IT IS HIS RESPONSIBILITY TO KEEP INFORMATION CURRENT AND COMPLETE. PROVIDE DUPLICATE COPY OF COMPLETED LIST AND GIVE TO ON-DUTY MANAGER

LEADWORKER (Signing Out)

LEADWORKER (Signing In)

DATE

TIME

ON-DUTY MANAGER

TEMPORARY BASIN PUMPING

POND LOCATION	PUMP SET UP
PALO ALTO CUL-DE-SAC	3" PUMP - Set pump inside fencing in the northwest corner. Run hose under fence into field west of the pond. Lock gates. 4" PUMP - Set over slotted grate in street. Place barricade over manhole. Pump to field west of the pond. Lock trailer tongue.
CLOVIS/MUNCIE ALIGNMENT (North of Nees)	4" PUMP- Set pump on inlet on east side of Clovis Ave. and pump to Dry Creek.

PROBLEM DRAINS

This is not a list of all drains, only drains that easily plug up with leaves or debris.

DRAIN LOCATION	DESCRIPTION
71 N. Peach	6" culvert
202 Peach	2 large slotted
Peach North of Stuart	large slotted
Barstow at Sylmar N.E. corner	small slotted
647 W. Barstow at apt. walkway	small slotted
Holland at Winery N.E. corner	small slotted
East side Winery at Rialto	small slotted
Gettysburg at Fine S.W. corner	small slotted
2820 Willow at church driveway	small slotted
2929 Pierce at Indianapolis	small slotted
2914 Pierce at Indianapolis	small slotted
2855 Adler at Norwich	small slotted
Gettysburg at Willow S.E. corner	small slotted
Gettysburg at Willow N.W. corner	small slotted
696 Gettysburg south side at Adler	small slotted
699 Gettysburg north side at Adler	small slotted
3080 Peach west side of street	large slotted
3080 Peach east side	large slotted
Swift at Minnewawa	open throat
Keats at Minnewawa S.E. corner	large slotted
Crescent at Gettysburg east and west	large slotted
Shaw at Sylmar N.E. corner	large slotted
Shaw at Helm N.E. corner	large slotted
Shaw at Home Depot entrance	large slotted
Shaw at Minnewawa S.W. corner	large slotted
Keats and Cherry Lane S.E. corner	large slotted
Minnewawa west side between Barstow and Shaw	open throat
2664 Harvard	small slotted
1400 Pollesky east side	small slotted
1735 Pollesky east side	small slotted
Keats at Sunnyside	large slotted
Barstow and Sunnyside S.W. corner	large slotted
Sunnyside at Scott N.E. corner	large slotted
Sierra north side west of Cypress	slotted street drain
Bullard dead end off Clovis near DMV	small slotted
Sierra at Villa N.E. corner	large slotted
Home Town Buffet behind building S.W. corner	small slotted
Bullard at Armstrong in grass area off N.E. corner	slotted street drain
Bullard at Armstrong S.E. corner	large slotted
N. Armstrong at Spruce east side of street N. of booster	large slotted
Fowler and Barstow 3 corners	open/large slotted
N. E. corner Shepherd at Willow	slotted street drain
North side of Shepherd west of 168	slotted street drain
Peach 100' south of Herndon	2 slotted street drains
CITY HALL AREA	
P.D. parking lot west end	small slotted
Library parking lot at Russell entrance	small slotted
5 th Street at bus stop	2 small slotted
5 th Street south side at Clark entrance	small slotted
5 th Street at Music S.E. & S.W. corners	small slotted
4 th Street/Hughes parking lot S.W. corner	small slotted
5th Street at Hughes	large slotted
OLD TOWN TRAIL	
200' N. of Third St. E. side of trail	small slotted
Bullard Alignment (behind Jensen & Pilegard)	2 slotted street drains
Ninth St. Alignment (behind Car Quest)	2 slotted street drains

2015 – 2016 STORM WATER PATROL

October 14 – October 20, 2015	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
October 21 – October 27, 2015	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
October 28 – November 3, 2015	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva
November 4 – November 10, 2015	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Victor Oliva Jesse Bravo
November 11 – November 17, 2015	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
November 18 – November 24, 2015	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
November 25 – December 1, 2015	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva
December 2 – December 8, 2015	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Victor Oliva Jesse Bravo
December 9 – December 15, 2015	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
December 16 – December 22, 2015	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
December 23 – December 29, 2015	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva

December 30 – January 5, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Victor Oliva Jesse Bravo
January 6 – January 12, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
January 13 – January 19, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
January 20 – January 26, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva
January 27 – February 2, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Victor Oliva Jesse Bravo
February 3 – February 9, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
February 10 – February 16, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
February 17 – February 23, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva
February 24 – March 1, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Victor Oliva Jesse Bravo
March 2 – March 8, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
March 9 – March 15, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
March 16 – March 22, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva

March 23 – March 29, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Victor Oliva Jesse Bravo
March 30 – April 5, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
April 6 – April 12, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
April 13 – April 19, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva
April 20 – April 26, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Victor Oliva Jesse Bravo
April 27 – May 3, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
May 4 – May 10, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
May 11 – May 17, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva
May 18 – May 24, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Victor Oliva Jesse Bravo
May 25 – May 31, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	Jesse Bravo Rickson Fisher
June 1 – June 7, 2016	<u>TEAM 2</u>	<u>FIELD</u> <u>YARD</u>	Rickson Fisher David Garcia
June 8 – June 14, 2016	<u>TEAM 1</u>	<u>FIELD</u> <u>YARD</u>	David Garcia Victor Oliva

LEADWORKERS

<u>Name</u>	<u>Radio #</u>	<u>Phone 1</u>	<u>Phone 2</u>
Rickson Fisher	501	916-4008	298-2983
David Garcia	606	304-9348	
Jesse Bravo	601	326-4131	916-4036
Victor Oliva	503	567-8109	244-1796

TEAM 1 "Lightning"

<u>Name</u>	<u>Radio #</u>	<u>Phone 1</u>	<u>Phone 2</u>
Shane Atkins	544	347-8815	
Dustin Buckley	647	250-1551	
Karen Chilpigan	515	355-2960	
Nick Gasparini	612	248-6520	
Sean Gillespie		940-1498	
Ryan James	527	349-0087	323-7131
Michael Montanez	545	305-7575	
Chris Rodriguez	613	326-9245	
Henry Valencia	533	940-2220	259-7264
Jackie Williams	618	930-9043	

TEAM 2 "Thunder"

<u>Name</u>	<u>Radio #</u>	<u>Phone 1</u>	<u>Phone 2</u>
Ricky Amaran	516	250-2997	281-5963
Davy Arizmendez	615	577-7214	
Austin Emrany		232-2560	
Eric Harper	569	392-7837	210-4128
Chris Jensen	538	392-3354	292-8850
Joe Lujan	620	974-4142	
Robert Phipps	642	900-5418	478-1460
Joshua Richards	616	970-0557	
Steven Schiedel		307-4847	
Adam Stahl	617	286-7652	

APPENDIX 4 HEAT EMERGENCY CONTINGENCY PLAN

City of Clovis

Heat Emergency Contingency Plan

This plan describes City operations during heat related emergencies and provides guidance for City departments and personnel. It recognizes the need to communicate and coordinate with local agencies, mobilize and initiate actions in advance of local requests, and supports local actions according to the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Plan Goal

To reduce the incidence of morbidity and mortality associated with local extreme heat events.

Heat Plan Activation

Clovis City begins to experience hot weather in May or June of each year and this heat continues throughout the summer months. To ensure the safety of vulnerable segments of the population this plan provides a two phase approach to mitigate and reduce the effects of heat that exceed what is considered normal for the geographic locale.

Phase I - Seasonal Readiness

In anticipation of typical summer weather in the City where temperatures of 100 degrees are not uncommon, Phase I will be activated on May 1 of each year. During this phase, a heat awareness campaign will be initiated utilizing City departments and local media resources to distribute printed and spoken reminders about the heat and how to mitigate its effects. Preparations will also be made to activate Phase II of the plan. In an average temperature year Phase II of the heat plan may never be activated. That does not mean the heat is not dangerous or that precautions should not be taken.

Phase II - Heat Emergency

This is a City response to a heat emergency. The City Disaster Services Supervisor may determine that a Heat Emergency exists based on a combination of factors that may indicate a threat to public health and safety. This may include:

- National Weather Services (NWS) issues an Excessive Heat Watch or Warning.
- NWS predicts daily high temperature to be 105 degrees or greater.
- Heat related illnesses are above the average.
- Abnormal amounts of heat related deaths occur in local animal populations.
- Successive days when the daytime temperature exceeds 105 degrees ranges and night time temperatures do not drop low enough to allow for 3-4 hours of cooling (Temperatures dropping below 80 degrees).
- The California Independent System Operator (CALISO) issues a Stage 3 Electrical Emergency.
- High heat is accompanied by electrical blackouts or rotating power outages.
- County or other local jurisdictions within Fresno County "declare" heat emergencies.
- The state "declares" a heat emergency.

Activation

Phases of this Heat Emergency Plan will be activated in coordination with Fresno County Operational Area and the State Office of Emergency Services using the following guidelines to determine the most appropriate level(s) of response:

Phase I - Seasonal Readiness

Hot weather pre-season activities will begin on May 1st prior to the start of the summer season. The Seasonal Readiness Phase starts with the Fire Department organizing other City Departments and community organizations in preparation for the upcoming season.

Readiness preparations include:

- Creating educational materials about how to mitigate the effects of heat.
- Identifying and targeting vulnerable populations such as the elderly and special needs populations with educational materials.
- Identifying media and public resources to distribute the information.
- Initiating a heat related public awareness campaign.
- Identifying and preparing potential cooling centers for operation.
- Identifying transportation resources to get citizens to cooling centers.
- Coordinating community resources within Clovis for the heat related response.
- Requesting that the Senior Center who serves vulnerable populations contact their clients to ensure their safety and to provide them with heat related information.
- Encouraging the public to check on persons that might be affected by the heat.
- Initiating the collection of data on heat related deaths and illnesses by the Community Health Department Epidemiologist.

Phase I - Risk Communications

Internal Communications

The Fire Department Public Information Officer (PIO) will distribute heat preparedness reminders and warnings to appropriate City departments. Weekly updates will be sent out by email to keep staff updated on the preparations.

External Communications

The Fire Department Public Information Officer (PIO) in coordination with the Police Department PIO will distribute heat related educational materials through local media resources, local community organizations and at local events. Organizations with vulnerable clients will be asked to distribute the educational material through their regular distribution system such as the mail, email, and by fliers handed out at public events.

Phase II - Heat Emergency

This phase is implemented when the Disaster Services Supervisor determines that a heat emergency exists. Initiation of this phase may include any of the following responses:

- Opening of cooling centers
- PIO releases heat response information to mass media, local organizations and community groups.
- Providing transportation resources for people unable to reach cooling centers.
- Coordinate local heat related resources, donations and volunteers.

- Monitoring the health of vulnerable populations using City personnel resources and community groups
- Monitoring medical reports of heat related illnesses and deaths.
- Providing information to the public regarding available utility bill assistance resources.

Phase II - Risk Communications

Internal Communications

This may include:

- Notifying City departments regarding the Heat Emergency.
- Providing general information to City staff regarding measures to reduce the effects of heat.
- Activating the City Emergency Operations Center (EOC).

External Communications

This may include:

- Notifying local business, NGO's and faith-based organizations regarding the Heat Emergency.
- Facilitating communications between the Clovis and the County EOC.
- Providing guidelines to personnel responsible for establishing and operating cooling centers.
- Participating in conference calls among local agencies and potentially affected communities.

National Weather Service Heat Index Program Alert

One of the factors used to determine if a Heat Emergency exists are the heat related forecasts from the National Weather Service in Hanford. The National Weather Service issues three types of heat related messages. These messages are based on four factors-temperatures, humidity, amount of cloudiness and the expected duration of these conditions. The combination of these factors will trigger one of the heat-related messages. These heat related messages are:

Heat Advisory-Issued when the temperature is forecast to be unusually hot but not life-threatening.

Excessive Heat Watch-Issued when conditions are likely to result in a life threatening heat emergency within the next 24 to 48 hours.

Excessive Heat Warning-Issued when a life-threatening heat emergency exists or is imminent.

The average high and low temperatures for Clovis in July is 98.6 degrees and 65.1 degrees. Temperatures that are 10 degrees above average are considered excessive temperatures (*CDC Extreme Heat, A Prevention Guide to Promote Your Personal Health and Safety*). Based on data from the National Weather Service and the average temperatures for this area, a daytime temperature of 110 degrees or above during the day and a night time temperature of 80 degrees or above for two consecutive days is considered above normal and will trigger an Excessive Heat Watch and or a Excessive Heat Warning. A copy of the Heat Index is included as Attachment "A"

The City Disaster Services Supervisor will consider announcing a Heat Emergency when the National Weather Service issues a Heat Watch or a Heat Warning. The Heat Emergency will trigger activation of Phase II of the City Heat Plan. The services and activities provided as part of this activation will continue at the discretion of the Disaster Services Supervisor, typically for 48 hrs after the expiration of the excessive heat warning.

Post Event Evaluation

The Fire Department will collect statistics of heat related deaths and illnesses. They will also collect data on Cooling Center populations, distribution of educational materials, contacts with vulnerable persons, effectiveness of internal and external communications and City activation of the Plan. This information will be used to create a post event report.

Since more than one Heat Emergency may occur during a given summer, an evaluation shall be performed after each event so that improvements to the plan can be made as soon as feasible.

A final evaluation of Phase I and Phase II responses will be completed at the end of the season. The evaluation will be used to improve the plan for the following year.

Heat Emergency Tasks and Responsibilities

Disaster Services Supervisor

1. Determine if a local Heat Emergency exists and implement the Heat Emergency Contingency Plan as necessary.
2. Approve media releases to the public.
3. Activate the EOC if necessary.
4. Collect information from cities and other jurisdictions regarding their actions during the emergency. Ensure that the state, other jurisdictions and City departments are aware of those actions.
5. Request emergency assistance from County EOC if necessary.

Fire Department Public Information Officer

1. By May 1st of each year, initiate an awareness campaign for the public, alerting them of the potential dangers of the upcoming summer heat season and the actions they should take to prepare for it. The awareness campaign should be coordinated with the awareness campaigns of local jurisdictions throughout the City. The educational materials are to be multi-lingual so that they reach out to both English and non-English speaking members of the community.
2. Upon the determination that a Heat Emergency exists, provide news releases giving the public guidance about how to deal with the heat wave emergency. These news releases will be coordinated with similar news releases with other jurisdictions and emphasize out reach to non-English speaking persons within the community. The news release should emphasize the following:

- What portion of the population is the most at risk?

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- Indicate how to recognize heat related illnesses
- Provide information on how to mitigate the effects of heat.
- Communicate the importance of getting at least 2-4 hours of cooling per day.
- Identify where cooling centers are located.
- Emphasize the need to look out for family members and neighbors.
- Identify where to call for more information.

PD Watch Commander, Fire Battalion Chief

1. Increase surveillance efforts pertaining to heat-related deaths, injuries and illnesses.
2. Advise area hospitals of the Heat Emergency and urge them to consider the extreme weather conditions when treating and releasing their patients.
3. Provide assistance to the PIO in the development of news releases as they relate to health.
4. Collect data and statistics about the citizen response to warnings and heat awareness information and viability of the Heat Plan
5. Prepare post event evaluation.
6. Assist in setting up phone bank with heat related emergency information if needed.
7. Assist in setting up the EOC if needed.

Community Services Manager

1. Post and distribute excessive heat warnings and guidance materials at all City offices and affiliated locations.
2. Utilize available staff to assist with communication and welfare checks for at risk populations including the elderly, disabled and home bound individuals through home visits and phone calls.
3. Distribute excessive heat related information to clients by mail or during home visits.
4. Open and operate cooling centers.

General Services Director

1. Coordinate transportation to cooling centers if it is determined necessary.
2. Provide logistical support to cooling centers.
3. Maintain a list of potential cooling centers and staff to operate them.
4. Provide cooling center locations if required.

Police Department

1. Maintain security at cooling centers.

Attachment "A"
National Weather Service Heat Index

	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
122	107	112	119	126	135																
119	106	109	115	121	128																
116	104	107	112	117	123	130	138														
113	102	105	109	112	116	123	129	137	145												
110	99	102	105	108	112	117	123	130	137	143	152										
107	96	99	101	104	107	112	117	122	128	134	141										
104	94	96	99	101	104	107	111	115	120	126	132	138	144								
101	92	94	97	98	100	102	105	109	113	118	123	130	135								
98	89	91	93	94	95	98	100	103	106	109	113	118	123	130	137						
95	87	88	90	91	92	93	95	98	99	103	106	110	114	119	124	130	136				
92	85	85	87	88	90	90	92	93	95	98	99	103	106	109	116	118	124				
89	82	83	84	84	85	87	88	90	91	93	95	96	99	101	104	106	110	114	119		
86	79	80	82	82	83	85	86	87	89	90	90	92	93	94	96	98	101	104	107		
83	76	77	78	79	80	81	82	83	84	84	86	86	88	89	90	91	94	95	96	99	100
80	73	74	75	76	77	77	78	79	79	80	81	81	82	83	85	86	87	88	89	92	91
77	71	71	72	73	74	74	75	75	76	77	77	78	79	79	80	81	82	83	84	84	83

SUMMER 2009 HEAT PLANNING - COOLING CENTERS

City Name:	City of Clovis
Contact Person:	Chad Fitzgerald
Phone Number:	559-324-2218
Email Address:	chadf@ci.clovis.ca.us
Does your city have a Heat Contingency Plan?	Yes
What events or forecasts would trigger an heat emergency response in your city?	High Temps of 105 or above for two consecutive days or Low Temps of 80 or above for two consecutive days. Requests from citizens or political appointees may trigger such an event, but we would attempt to mitigate those instances through the temperature benchmarks.
Has your city identified any facilities that could function as cooling centers, if needed:	Yes.
Name and Address of cooling center(s):	Public Safety Community Room - 1233 Fifth Street
Capacity of cooling center(s):	25 (estimated)
Hours of operation:	12pm - 10pm (approximate)
Does your cooling center(s) have air conditioning:	Yes.
What provisions can be made available: cots, water, food, etc.:	cots, water, food
Will your city provide transportation to the cooling centers?	Yes.

Attachment "C"
Cooling Center Contact List

Chad Fitzgerald, Emergency Preparedness Manager

559-324-2218 (work)
559-593-3289 (cell)

Responsibilities: Cooling Center Opening/Closing (conditions that trigger opening); Volunteer Staffing 5pm – 10pm; Logistics coordination and support; Public Information

Amy Hance, Transit Supervisor

559-324-2769 (work)
559-259-4518 (cell)

Responsibilities: Transit Vehicles; Transit personnel; Movement of individuals to/from Cooling Centers at no-cost

Police Department Watch Commander, (Varies)

559-324-2428 (work)
559-324-2429 (work)

Responsibilities: Cooling Center Security

Police Department Dispatch, (Varies)

559-324-2800 (work)

Responsibilities: Emergency Contact for law enforcement or fire support; cooling center information for staff and 9-1-1 callers

Fire Department Battalion Chief, (Varies)

559-324-2220 (work)

Responsibilities: Cooling Center Support; Fire Suppression

Attachment "D"
Cooling Center Code of Conduct

Cooling Center Code of Conduct

Welcome! The City of Clovis has provided the Cooling Center as a community service to those impacted by high temperatures in the valley. In order to ensure your safety and others using the Cooling Center, we ask that you read and acknowledge through your signature that you understand and agree to comply with the following conditions:

1. The Cooling Center will be operational from 12pm – 10pm only on days predicted to be 105 degrees or greater by the National Weather Service. At 10pm, all individuals using the Cooling Center are required to vacate the facility for the evening.
2. Individuals using the Cooling Center are eligible to receive one (1) round-trip to the Cooling Center per day if they are unable to secure their own transportation.
3. The Cooling Center offers free refreshments while at the center. Refreshments are not available to take off-site.
4. Staff and individuals using the Cooling Center are expected to remain courteous and respectful of others at all times. Cooling Center staff will ask an individual to leave for:
 - a. Verbal or physical abuse of staff or other Cooling Center individuals
 - b. Individuals fail to follow directions from staff
 - c. Smoking or use of smoking materials
 - d. Illegal substance use

We hope you remain comfortable at the Cooling Center and welcome any feedback or suggestions you might have.

Name (printed)

Date

Signature



APPENDIX 5 INFORMATION TECHNOLOGY RECOVERY PLAN

(Placeholder for material being developed)

Comment [ZK6]: Lacks an IT emergency appendix which needs to be developed in collaboration with City IT

APPENDIX 6 GLOSSARY OF TERMS

A

Incident Action Plan

The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. Also see Incident Action Plan.

After Action Report

A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of emergency. Reports are required within 90 days.

Agency Representative

An individual assigned to an incident or to an EOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident or to the Liaison Coordinator at SEMS EOC levels.

Allocated Resources

Resources dispatched to an incident.

Area Command

An organization established to: (1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization or (2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

B

Base

The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Branch

The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified

by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequence at the SEMS EOC Levels.

Branch Director

The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

C

Cache

A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp

A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command

A series of management positions in order of authority.

Check-in

The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Community Emergency Response Team (CERT)

A fire program for training neighborhoods, schools and businesses in disaster preparedness. CERT volunteers who complete eight classes, totaling 32 hours in: Disaster Preparedness, First Aid, CPR, Fire Extinguisher Use, Search & Rescue, Care & Shelter, Communications, Damage Assessment, Security Issues, and Command Post Operations. They are trained to lead all emergency volunteers.

They will care for: (1) their families and homes, (2) their neighborhood, school, and/or business, and (3) report to the City to assist others.

Coordination

The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Cost Unit

Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Command Post

The location at which the primary field command functions are executed, collocated with the incident base or other incident facilities.

Command Staff

The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections or Branches to accommodate subsequent expansion.

Communications Unit

An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compensation Unit/Claims Unit

Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident or within an EOC.

D**Delegation of Authority**

A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit

Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident or EOC assigned resources.

Department Operations Center (DOC)

A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material; or a unit, such as Department of Public Works, or Department of Health. Department Operations Centers may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Disaster Service Worker

Includes public employees and any unregistered person impressed into service during a State of War Emergency, a State of Emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of their duties.

Dispatch

The implementation of a command decision to move a resource or resources from one place to another.

Division

Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor

The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

Documentation Unit

Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

E**Emergency Alert System (EAS)**

Enables the President and Federal, State, and Local Governments to communicate with the general public through commercial broadcast stations in the event of a large natural disaster or war-related event.

Emergency Management Coordinator

The individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Emergency Services Coordinator)

The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

Emergency Medical Services

A local government (County) agency with the primary responsibility of coordinating the medical response to a disaster and facilitating the acquisition of additional resources to carry out the medical recovery mission.

Emergency Medical Services Authority - State of California

That agency within the State Health and Welfare Agency which is devoted to the coordination of policy and practice relative to emergency medical services throughout the State of California. This includes disaster mitigation and planning efforts.

Emergency Operations Center (EOC)

A centralized location where resources and personnel are managed and coordination between departments takes place in a disaster situation.

Emergency Operations Plan

The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Response Personnel

Personnel involved with an agency's response to an emergency.

EOC Incident Action Plan

The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational mode simplex radio system dedicated to provide emergency communications among County and municipal EOCs in Fresno County.

F**Finance/Administration Section:**

One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and the Cost Unit.

Function

In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element

Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

G**General Staff**

The group of emergency management positions comprised of the Incident Commander and Sections Chiefs, including the Operations Section Chief, Planning and Intelligence Section Chief, Logistics Section Chief and Finance and Administration Section Chief.

Groups

Groups are established to divide the incident into functional areas of operations. They are composed of resources assembled to perform a special function not necessarily in a single geographic division. Groups are located between Branches (when activated) and Resources in the Operations Section.

H

Hazard

Any natural source of danger or element of risk identified following a Major Disaster or Emergency.

I

Incident Action Plan

The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander

In the EOC, the City Incident Commander works under the direction of the Director of Emergency Services, and is responsible for overall management of all activities related to the emergency. At the field level, the Incident Commander is the first officer on scene in charge of the overall incident.

Incident Command Post (ICP)

The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS)

ICS is a system for managing large-scale emergencies. It is one of the requirements under the Standardized Emergency Management System (SEMS) for all public agencies. Public agencies must use ICS to manage large-scale emergencies as well as for their field personnel during emergency responses.

Incident Communications Center

The location of the Communications Unit and the Message Center.

Incident Management Team

The Incident Commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives

Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer

A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a Section or Branch reporting directly to the EOC Director.

Initial Action

The actions taken by resources which are the first to arrive at an incident.

Initial Response

Resources initially committed to an incident.

L**Liaison Officer**

A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Local Government

Means Local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines Local agencies as any City, City and County, County, School District or Special District.

Local Emergency

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, City and county, or City, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions.

Logistics Section

One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services, and materials for the incident or at an EOC.

M

MACS

Multi-Agency Coordination System (MACS) is the combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations.

Master Mutual Aid Agreement

An agreement, entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid, occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Message Center

The Message Center is part of the Incident or EOC Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation

To alleviate by softening and making less severe the effects of a Major Disaster or Emergency and of future disasters in the affected areas, including reduction or avoidance.

Mobilization

The process and procedures used by all organizations, Federal, State and Local, for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Incident

An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under a single or unified command.

Multi-Agency or Inter-Agency Coordination

The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS)

The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for

coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multijurisdictional Incident

An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Mutual Aid Agreement

Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator

An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region

A mutual aid region is a subdivision of State OES established to assist in the coordination of mutual aid and other emergency operations without a geographical area of the State, consisting of two or more county (operational) areas.

O

OASIS

The Operational Area Satellite Information System forms a key means of communication between Operational Area (County) EOCs and State Regional EOCs. OASIS consists of a communications satellite, a communications hub which controls the system, and remote sites which include operational area EOCs, Regional EOCs, the State Operations Center, and other selected sites. OASIS provides a disaster-resistant method of communications between the Operational Area and regional levels.

Office of Emergency Services (OES)

The Governor's Office of Emergency Services.

Operational Area

An intermediate level of the State emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Period

The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section

One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources, and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

P**Planning/Intelligence Section**

One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Incident Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Planning Meeting

A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at *all* SEMS EOC levels.

Procurement Unit

Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer (PIO)

The individual in the ICS responsible for communicating information to the public, the media, and outside organizations is the PIO. The PIO is part of the General Staff and works directly for the Incident Commander.

R

Recorders

Individuals within the ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Region Emergency Operations Center (REOC)

Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Reporting Locations

Specific locations or facilities where incoming resources can check-in at the incident.

Resources

Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

S

Safety Officer

A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section Chief

The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Situation Status Unit

Functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section.

Span of Control

The supervisory ratio maintained within an ICS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimum.

Staging Area

Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Standardized Emergency Management System (SEMS)

A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field, Local Government, Operational Area, Regional, and State.

State of Emergency

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State which conditions, by reason of their magnitude, are or are likely to be beyond the control of personnel, equipment, and facilities of any single Operational Area, City, or and require combined forces of mutual aid region or regions.

T**Task Force**

A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Technical Specialists

Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Time Unit

Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

U**Unified Area Command**

A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command)

Unified Command

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit

An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command

The concept by which each person within an organization reports to one and only one designated person.

APPENDIX 7 ACRONYMS

ADA: Americans with Disabilities Act

ARC: American Red Cross

Caltrans: California Department of Transportation

CCCS: Countywide Coordinated Communications System

CERT: Community Emergency Response Team

DAC: Disaster Assistance Center

DHS: Department of Health Services

DOC: Department Operations Center

EAS: Emergency Alert System

EMS: Emergency medical services

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

FEMA: Federal Emergency Management Agency

GIS: Geographic Information System

IAP: Incident Action Plan

ICP: Incident Command Post

ICS: Incident Command System

JIC: Joint Information Center

JIS: Joint Information System

MACC: Multi-Agency Coordination Center

MACS: Multi-Agency Coordination System

NIMS: National Incident Management System

OA: Operational Area

OASIS: Operational Area Satellite Information System

OES: California Office of Emergency Services

PIO: Public Information Officer

REOC: Region Emergency Operations Center

SEMS: Standardized Emergency Management System

SOC: State of California Emergency Operations Center

SOP: Standard Operating Procedure

WEA: Wireless Emergency Alert

WMD: Weapon of mass destruction

TAB 1. EOC POSITION CHECKLISTS

The following EOC Position Checklists cover operational EOC tasks, duties, and responsibilities. These checklist provides memory joggers for those operating within the EOC to assist/ensure the completion of critical tasks and is not necessarily in sequential order. These checklists do not supplant training, education, and experience.

MANAGEMENT

EOC DIRECTOR

PRIMARY: City Manager

ALTERNATE: Assistant City Manager

SUPERVISOR: Policy Group (City Council)

GENERAL DUTIES:

- Serve as the Clovis Director of Emergency Services for the City of Clovis.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts and ensure completion.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

RESPONSIBILITY:

Overall management of the City of Clovis' emergency response and recovery effort.

Action Taken: Time/Date/Comments

Activation:

- _____ Determine operational status and appropriate level of activation based on situation as known.
- _____ As appropriate, respond to EOC.
- _____ Mobilize appropriate personnel for EOC initial activation
- _____ Obtain briefing from whatever sources are available.

Start-up Actions

Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

- _____ Notify the Fresno County Operational Area that the City EOC is activated via the Fresno County Health Services Agency (County EOC activated) or Fresno County Sheriff's Department (County EOC not activated).
- _____ Identify yourself as the EOC Director by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.
- _____ Initiate check-in list using ICS Form 211 Incident Check-In
- _____ Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.

Comment [ZK7]: ACTION ITEM: Reexamine traditional ICS forms in an EOC environment during the familiarization training and or/ culmination table top exercise.

_____	Ensure that EOC is properly set up and ready for operations.
_____	<p>Appoint and ensure that General Staff are in place as soon as possible and are staffing their respective sections.</p> <ul style="list-style-type: none"> • Operations Director • Planning Director • Logistics Director • Finance Director
_____	<p>Ensure that the Management functions are staffed as soon as possible at the level needed.</p> <ul style="list-style-type: none"> ○ Public Information Officer ○ Assistant EOC Director ○ Emergency Services Coordinator ○ Safety ○ Liaison ○ EOC Security
_____	Ensure that the field agency representatives have been assigned to other facilities as needed.
_____	Ensure that telephone and/or radio communications with other facilities are established and tested.
_____	Ensure that all Departments account for personnel and work assignments.
_____	Schedule the first planning meeting.
_____	Confer with the Operations Director and other EOC Management Team members to determine what representation is needed at the EOC from other agencies. (Clovis Unified, Fresno Irrigation, Military, Red Cross, etc.)
_____	Request additional personnel support as needed for the organization.
_____	Establish the frequency of briefing sessions.

Operational Duties:

_____	Assess situation, work in progress, resources and estimate incident duration.
_____	Confirm Level Two or Level Three EOC activation and ensure that EOC positions and ICS field positions are filled.
_____	Direct the implementation of the City of Clovis- Emergency Operations Plan.
_____	Develop overall strategy with the EOC Management Team.
_____	Develop and issue appropriate rules, regulations, proclamations and orders.
_____	Initiate Emergency Proclamations as needed.
_____	Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.
_____	Conduct periodic briefing sessions with the Policy Group (City Council) to update the overall situation.
_____	Monitor performance of EOC personnel for signs of stress
_____	Establish and maintain contact with adjacent jurisdictions/agencies and with other organizational levels
_____	In conjunction with the Public Information Officer, coordinate news conferences and review media releases as required.
_____	Ensure Liaison Officer is providing for and maintaining positive and effective interagency coordination.
_____	Approve and authorize EOC Incident Action Plan
_____	Authorized release of information to the media.
_____	Thoroughly brief relief upon shift change.

Deactivation:

- _____ Authorized deactivation of sections, branches or units when they are no longer required.
- _____ Deactivate the EOC and close out logs, when emergency situation no longer requires activation.
- _____ Notify Fresno County Operational Area via appropriate channels, adjacent facilities and other EOC's as necessary of planned time for deactivation.
- _____ Ensure that any open actions not yet completed will be taken care of after deactivation.
- _____ Ensure that all required forms or reports are completed prior to deactivation.
- _____ Proclaim termination of the emergency and proceed with recovery operations.

MANAGEMENT

ASSISTANT EOC DIRECTOR

PRIMARY: Assistant City Manager

ALTERNATE: City Department Head

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Serve as the Assistant Director of Emergency Services for the City of Clovis.
- Make executive decisions based on policies of the Policy Group/City Council.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor effectiveness of that organization. Make changes as required.
- Assist with overall management and coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

RESPONSIBILITY:

Assistant management of the City of Clovis' emergency response and recovery effort.

Action Taken: Time/Date/Comments

Activation:

- | | |
|-------|---|
| _____ | Determine operational status and appropriate level of activation based on situation as known. |
| _____ | As appropriate, respond to EOC. |
| _____ | Obtain briefing from EOC Director. |

Start-up Actions

Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Identify yourself as the Assistant EOC Director by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.

_____ Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.

_____ Coordinate the following EOC Management functions:

- Security and Safety
- Liaison
- Emergency Services Coordinator

_____ Ensure that the field agency representatives have been assigned to other facilities as needed.

_____ Ensure that telephone and/or radio communications with other facilities are established and tested.

_____ Ensure that all Departments account for personnel and work assignments.

_____ Request additional personnel support as needed for the organization.

Operational Duties:

- _____ Assess situation, work in progress, resources and estimate incident duration.
- _____ Confirm Level Two or Level Three EOC activation and ensure that EOC positions and ICS field positions are filled as needed.
- _____ Assist with the implementation of the City of Clovis-Emergency Operations Plan.
- _____ Develop overall strategy with the EOC Management Team.
- _____ Develop and issue appropriate rules, regulations, proclamations and orders.
- _____ Initiate Emergency Proclamations as needed.
- _____ Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate.
- _____ Establish and maintain contracts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- _____ Ensure Liaison Officer is providing for and maintaining positive and effective interagency coordination.
- _____ Assist with the implementation of the EOC Incident Action Plan developed and prepared by the Planning Section and EOC Management Team.
- _____ Thoroughly brief relief upon shift change.

Deactivation:

- _____ Authorize deactivation of sections, branches or units when they are no longer required.
- _____ Ensure that any open actions not yet completed will be taken care of after deactivation.
- _____ Ensure that all required forms or reports are completed prior to deactivation.
- _____ Proclaim termination of the emergency and proceed with recovery operations.

MANAGEMENT

LEGAL OFFICER

PRIMARY: City Attorney

ALTERNATE: Deputy City Attorney

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency.
- Commence legal proceedings as needed.
- Participate as a member of the EOC Management Team when requested by EOC Director.

RESPONSIBILITY:

Advise the EOC Director on the legal requirements of the City of Clovis during an emergency/disaster.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|---|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Legal Officer by putting on a vest or I.D. badge. Print your name on the EOC organization chart next to your assignment. |

_____ Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set up.

_____ Clarify any issues regarding your authority and assignments.

Operational Duties:

_____ Prepare proclamations, emergency ordinances and other legal documents required by City Council and EOC Director.

_____ Develop rules, regulations and laws required for the acquisition and/or control of critical resources.

_____ Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.

_____ Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.

_____ Advise EOC Director on areas of legal responsibility and identify potential liabilities.

_____ Advise the City Council, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.

_____ Prepare documents relative to the demolition of hazardous structures or conditions.

Deactivation:

_____ Deactivate the Legal Officer position and close out logs when authorized by the EOC Director.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Determine any follow up assignments.

_____ Leave forwarding phone numbers where you can be reached.

MANAGEMENT

EMERGENCY OPERATIONS CENTER COORDINATOR

PRIMARY: Emergency Services Coordinator

ALTERNATE: Battalion Chief

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate Emergency Operations Center internal management system.
- Assist and serve as advisor to EOC Director and General Staff.
- Ensure function ability of EOC; before, during and after incident.

RESPONSIBILITY:

Ensure that all EOC sections and functions are actively functioning; ensure compliance with all state and local requirements; assist the EOC Director in all aspects of emergency response and recovery; maintain contact with the Liaison Officer of the Fresno County Operational Area; provide guidance as needed to all members of the EOC Management Staff; ensure EOC is well supplied with any material needs before, during and after an incident.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Emergency Services Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |

Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

Review position responsibilities.

Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.

Assist the EOC Director in filling needed workstation assignments.

Provide assistance and information to General Staff as required.

Clarify any issues regarding your authority and assignments.

Operational Duties:

Working with the General Staff, assist the EOC Director in Development of overall strategy as follows:

- Assess the situation.
- Define the problem.
- Establish priorities.
- Estimate the incident duration.
- Determine if there is a need to make an "Emergency Declaration".

Assist in preparing proclamations, emergency ordinances and other legal documents required

by the City Council and the EOC Director.

_____ Assist the Planning Section in the development, continuous updating and execution of the EOC Incident Action Plan.

_____ Ensure that all documentation is being properly maintained

_____ Facilitate and attend periodic briefing sessions conducted by the EOC Director.

_____ Liaison with other agencies (County, State, FEMA) as assigned. Ensure that all notifications are made to Fresno County Operational Area.

_____ Assist in shift change issues.

_____ Ensure that EOC facility has necessary compliment of supplies (food, water, stationary supplies, resource information).

Deactivation:

_____ Deactivate the Emergency Services Coordinator position and close out logs when authorized by the EOC Director.

_____ Make sure EOC is stocked and ready for any future activation.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Determine any follow up assignments.

_____ Leave forwarding phone numbers where you can be reached.

MANAGEMENT

LIAISON OFFICER

PRIMARY: Economic Development Director

ALTERNATE: Assistant City Department Head

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate with Clovis Agency Representatives assigned to the EOC as well as handle requests from other agencies for sending liaison personnel to other EOCs
- Function as a central location for incoming Agency Representatives, provide space and arrange for support personnel as necessary.
- Interact with other Sections and Branches within the EOC to obtain information, assist in coordination, and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, Incident Action Plans (IAP) and appropriate situation information is disseminated to Agency Representatives.
- Ensure proper deactivation is accomplished when called for by the EOC Director.

RESPONSIBILITY:

The Liaison Officer is responsible for overseeing the communication and coordination with outside agency or special district representatives.

POSITION CHECKLIST

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|---|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Liaison Officer by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |

_____	<p>Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.</p> <p>Document the following:</p> <ul style="list-style-type: none"> ○ Messages received ○ Action taken ○ Decision justification and documentation ○ Requests filled ○ EOC personnel and time on duty <p><i>Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.</i></p>
_____	Review position responsibilities.
_____	Determine personal operating location and set-up.
_____	Clarify any issues regarding your authority and assignment and what others in the organization do.
_____	Determine 24 hour staffing requirements and request additional support as required.
Operational Duties:	
_____	Arrange and coordinate VIP tours with PIO, City Council Members and EOC Director.
_____	<p>Contact all on-site Agency Representatives. Agency and Special Districts with City of Clovis include:</p> <ul style="list-style-type: none"> ○ Clovis Unified School District ○ Clovis Memorial District ○ Fresno Metropolitan Flood Control ○ Fresno Irrigation District ○ Cemetery District <p>Ensure:</p> <ul style="list-style-type: none"> ○ They have signed into the EOC ○ They understand their assigned function ○ They know their work location ○ They understand EOC organization and floor plan

_____ Determine if outside liaison is required with other agencies such as:

- Local/county/state/federal agencies
- Volunteer organizations
- Private sector organizations
- Utilities

_____ Determine status and resource needs and availability of other agencies.

_____ Brief Agency Representatives on current situation, priorities and Incident Action Plan.

_____ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.

_____ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries.

_____ Compile list of Agency Representatives (agency name, EOC phone, location, etc.) and make available to all Sections.

_____ Provide periodic update briefings to Agency Reps as necessary.

Deactivation:

_____ Release Agency Representatives no longer required in the EOC after coordinating with the EOC Director and rest of General Staff.

_____ Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.

MANAGEMENT

POLICY GROUP

PRIMARY: Mayor and City Council Members

ALTERNATE: Mayor Pro-Tem and City Council Members

SUPERVISOR: Electorate

GENERAL DUTIES:

- Proclaim and/or ratify emergency/disaster declarations.
- Establish executive level policies for management of emergency.
- Obtain briefings from EOC Director and provide information to the public and media.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.

RESPONSIBILITY:

Proclaim and/or ratify emergency/disaster declarations, approve emergency orders and serve as City Official.

POSITION CHECKLIST

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in at the Clovis Fire Department Headquarters Conference Room. |
| _____ | Receive incident briefing from the EOC Director. |
| _____ | Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. |

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

Call emergency meeting of the City Council to proclaim and/or ratify emergency/disaster declarations and approve emergency orders as needed.

- Three (3) members of the City Council are needed for an official quorum.
- Emergency/disaster proclamations must be ratified within (7) days of declaration.

In consultation with the EOC Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.

Upon request of Liaison Officer, host and accompany VIPs and government officials on tours of the emergency/disaster area. Coordinate all tours with PIO.

Provide interviews to the media as arranged by the Public Information Officer.

MANAGEMENT

SAFETY OFFICER

PRIMARY: Risk Manager

ALTERNATE: City Department Head/Assistant

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.
- Investigates and Documents all employee related deaths and injuries.

RESPONSIBILITY:

Ensure a safe working environment for EOC operations.

POSITION CHECKLIST

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director or Assistant EOC Director if staffed. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Safety Officer by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |
| _____ | Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action |

Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Ensure all personnel provided working conditions as safe as possible given the situation.

_____ Investigate all employee related deaths and injuries.

_____ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries.

_____ Coordinate with assigned safety monitors from each unit in the Operations Section if necessary.

Deactivation:

_____ Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.

_____ Ensure that any required forms or reports are completed

prior to your release and departure.

MANAGEMENT

EOC SECURITY OFFICER

PRIMARY: Police Officer

ALTERNATE: Community Service Officer

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Provide 24 hour a day security for the EOC facility.
- Control personnel access to facilities in accordance with policies established by the EOC Director.

RESPONSIBILITY:

Provide security for the EOC facility and personnel. Control access to facility.

POSITION CHECKLIST

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Security Officer by wearing appropriate department uniform. Print your name on the EOC organization chart next to your assignment. |
| _____ | Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. |

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

Review position responsibilities.

Determine personal operating location and set-up.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

Determine what security requirements currently are, and establish staffing as needed.

Complete a radio or communications check with all on-duty security personnel as appropriate.

Provide executive security for key personnel as appropriate.

Provide security recommendations and conditions as appropriate to EOC Director.

Deactivation:

Deactivate the Security Officer position and close out logs when authorized by the EOC Director.

Ensure that any required forms or reports are completed prior to your release and departure.

Determine any follow up assignments.

MANAGEMENT

PUBLIC INFORMATION OFFICER

PRIMARY: Public Information Officer (Police Department)

ALTERNATE: Assistant City Manager

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.

RESPONSIBILITY:

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate, and timely; that appropriate information is being provided to all required agencies.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|---|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the PIO by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |

_____ Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Secure guidance from the Director regarding the information available and proper procedure for release under the initial conditions.

_____ Interact with other sections to provide and obtain information relative to PIO operations.

_____ Coordinate with the Situation Status Unit and define areas of special interest for PIO action. Identify means for securing the information as it is developing.

_____ Develop an information release program.

_____ Contact other Public Information Officers and ascertain any pertinent information.

- _____ Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. Announce safe access routes to MIC for media.
- _____ Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- _____ Maintain an up-to-date picture of the situation for presentation to media.
- _____ Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate the release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
- _____ Coordinate all media events with the EOC Director.
- _____ Coordinate news releases about a particular organization/ agency with their PIO.
- _____ If requested, establish content for state Emergency Broadcast System (EBS) or Emergency Alert System (EAS) releases. Provide this information through appropriate EBS or EAS links. Monitor releases.
- _____ As required, periodically prepare briefings for the jurisdictional executives or elected officials.
- _____ Ensure rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- _____ Arrange for meetings between media and city officials or incident personnel. Escort media and VIPs; arrange for tours and photo opportunities. Coordinate VIP tours with Liaison Officer, City Council and EOC Director.
- _____ Respond to information request from the EOC Director

_____	Ensure that, if necessary, announcements, information and materials are translated and prepared for special populations (non-English speaking, non-readers, elderly, the hearing, sight and mobility impaired; etc.).
_____	Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
_____	Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc.
_____	<p>Issue timely and consistent advisories and instructions for life safety, health and assistance which may include:</p> <ul style="list-style-type: none"> ○ What to do and why. ○ What not to do and why. ○ Hazard areas and structures to stay away from. ○ Evacuation routes, instructions and arrangements for persons without transportation or functional needs ○ Location of mass care shelters, first aid stations, food and water distribution points, etc. ○ Location where volunteers can register and be given assignments. ○ Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste, and spoiled food disposal. ○ Weather hazards when appropriate. ○ Public information hotline numbers. ○ Status of Local Declaration, Governor's Proclamation, or Presidential Declaration. ○ Local, state and federal assistance available; location and times to apply. ○ Disaster Application Center (DAC) locations, opening dates and times. ○ How and where people can obtain information about relatives/friends in the emergency/disaster area. (Coordinate with Red Cross on release of information)

- _____ Ensure that file copies are maintained of all information released.
- _____ Provide copies of all releases to the EOC Director.
- _____ Keep the EOC Director advised of all unusual requests for information and of all major, critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- _____ Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.
- _____ Prepare final news releases and advise media representatives of points of contact for follow-up stories.

Deactivation:

- _____ Deactivate the Emergency Public Information Officer position and close out logs when authorized by the EOC Director.
- _____ Ensure that any required forms or reports are completed prior to your release and departure.
- _____ Determine any follow up assignments.
- _____ Leave forwarding phone numbers where you can be reached.

PLANNING

PLANNING DIRECTOR

PRIMARY: Planning and Development Services Director

ALTERNATE: City Engineer, City Planner, Chief Building Official

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate all Planning activities in the EOC.
- Coordinate Documentation, Situation Status and Resource Status Units.
- Maintain communications with EOC Director and other Operational Branches (Fire, Police, Public Utilities).

RESPONSIBILITY:

The Planning Director is responsible for the coordination of Planning Section. The Planning Section collects, evaluates, processes, and disseminates information for use by the Command Staff within the EOC.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Planning Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |
| _____ | Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. |

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Assess the impact of the disaster/emergency.

_____ Contact the Fresno County Operational Area, Planning Section Chief at the County EOC if necessary.

_____ Review intelligence information, determine credibility of data, and analyze its influence on the emergency.

_____ Assign and brief unit leaders that include:

- Documentation Unit
- Situation Status Unit
- Resource Status Unit
- Message Unit

_____ Supervise preparation of Incident Action Plan.

Incident Action Plan Considerations:

- Report information regarding significant events, activities, and occurrences to the EOC Director.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Prepare summary situation reports of incident for transmission to Fresno County EOC, if necessary.
- Document all Situation Status and Resource Status information on EOC Status Boards. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- If there is little or no damage in the city of Clovis, be prepared to provide assistance to other mutual-aid jurisdictions.

_____ Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation:

_____ Deactivate the Planning Director position and close out logs when authorized by the EOC Director.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Determine any follow up assignments.

_____ Leave forwarding phone numbers where you can be reached.

OPERATIONS

OPERATIONS DIRECTOR

PRIMARY: Police, Fire or Public Utilities Administrative Staff

ALTERNATE: Police, Fire or Public Utilities Administrative Staff

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate all Operational activities in the EOC.
- Coordinate Police, Fire/EMS and Public Utilities Branches.
- Coordinate all operational responsibilities involving: Alerting & Warning,
- Fire & Rescue, Access Control, Law Enforcement, Medical, Public Health, Coroner, Care & Shelter, Evacuation, Building & Engineering Safety, Utilities, Hazardous Materials, Communications.
- Maintain communication with EOC Director, Department Operations Centers (DOC/Dispatch) and other Operational Branches (Fire, Police, Public Utilities).

RESPONSIBILITY:

The Operations Director is responsible for the coordination of the Police, Fire/EMS and Public Utilities Branch operations. Protect lives and property. Restore city services.

Action Taken: Time/Date/Comments

Start-up Actions

- _____ Check-in upon arrival at EOC.
- _____ Report to EOC Director.
- _____ Obtain briefing on the situation.
- _____ Identify yourself as the Operations Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

_____ Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for Reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Assess the impact of the disaster on the City's operational capability.

_____ Contact the Fresno County Operational Area, Operations Section Chief at the County EOC if necessary.

_____ Coordinate with the Situation Status Unit to determine progression of emergency.

_____ Develop an action plan. Set operational priorities based on the nature and severity of the disaster/emergency.

Incident Action Plan Considerations:

- Coordinate operational priorities with Branch Directors.
- Review Incident Action Plan Considerations of Operational Branch positions that are not filled.
- Coordinate resource needs with Logistics Section.
- Maintain liaison with special districts, county, state, military, and federal agencies.

- If there is little or no damage in the city of Clovis, be prepared to provide assistance to other mutual-aid jurisdictions.

_____ Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation:

_____ Deactivate the Operations Director position and close out logs when authorized by the EOC Director.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Determine any follow up assignments.

_____ Leave forwarding phone numbers where you can be reached.

OPERATIONS

FIRE BRANCH DIRECTOR

PRIMARY: Fire Chief

ALTERNATE: Chief Officer

SUPERVISOR: Operations Director

GENERAL DUTIES:

- Coordinate all Clovis Fire Department activities in the EOC.
- Maintain liaison with County EMS.
- Coordinate all operational responsibilities involving: Fire, Rescue, Medical and Hazardous Materials.
- Maintain communications with Operations Director, Department Operations Center (DOC/Dispatch) and other Operational Branches (Police, Public Utilities).

RESPONSIBILITY:

The Fire Branch Director is responsible for all operational activities required to; protect lives and property, coordinate fire field forces in providing firefighting, hazardous material response, and rescue. Provide liaison between city EOC and County EMS.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to Operations Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Fire Branch Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |

_____ Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Assess the impact of the disaster on the Fire Department's operational capability.

_____ Contact the Operational Area - Fire/Rescue Operations Coordinator at the County EOC if necessary.

_____ Coordinate with the Situation Status Unit to determine progression of emergency.

_____ Develop an action plan. Set Fire Department priorities based on the nature and severity of the disaster/emergency.

Incident Action Plan Considerations:

- Develop staffing needs for emergency response and rehab.
- Use existing Mutual Aid agreements to augment response.
- Hazardous Materials-Heavy Rescue Teams.
- Water supply.

- Response routes.
- Develop 12 hour shift schedule.
- Advise fire/rescue field commanders of any operational plans.
- Relay any employee death or injury information to EOC Safety Officer.
- Conduct selective and voluntary evacuations if necessary.
- Coordinate evacuations with Care and Shelter Unit.
- If there is little or no damage in the city of Clovis, be prepared to provide assistance to other mutual-aid jurisdictions.

_____ Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation:

_____ Deactivate the Fire Branch Director position and close out logs when authorized by the Operations Director.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Determine any follow up assignments.

_____ Leave forwarding phone numbers where you can be reached.

OPERATIONS

POLICE BRANCH DIRECTOR

PRIMARY: Police Chief

ALTERNATE: Police Officer

SUPERVISOR: Operations Director

GENERAL DUTIES:

- Coordinate all Police Department activities in the EOC.
- Maintain liaison with Fresno County Coroner's Office.
- Coordinate all operational responsibilities involving: Alerting & Warning, Access Control, Communication, Evacuation, Law Enforcement and Animal Control.
- Maintain communications with Operations Director, Department Operations Center (DOC/Dispatch) and other Operational Branches (Fire, Public Utilities).

RESPONSIBILITY:

The Police Branch Director is responsible for all operational activities required to; protect lives and property, enforce laws and proclaimed orders, control traffic, combat crime, coordinate population movement/evacuation.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to Operations Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Police Branch Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |

_____ Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Assess the impact of disaster on the Police Department's operational capability.

_____ Contact the Operational Area Law Enforcement Coordinator at the County EOC if necessary.

_____ Coordinate with the Situation Status Unit to determine progression of emergency.

_____ Develop an action plan. Set Police Department priorities based on the nature and severity of the disaster/emergency.

Incident Action Plan Considerations:

- Consider release or transfer of any prisoners in jail facility.
- Advise law enforcement field commanders of any operational plans.
- Relay any employee death or injury information to EOC Safety Officer.

- Consider unmarked field units to assist with disaster survey.
- Conduct selective and voluntary evacuations if necessary.
- Prepare to screen traffic coming into the city or dangerous areas.
- Coordinate evacuations with Care and Shelter Unit.
- Provide security in evacuated areas.
- Coordinate removal of dead bodies with Coroner.
- Initiate Animal Control measures as necessary.
- If there is little or no damage in the city of Clovis, be prepared to provide assistance to other mutual-aid jurisdictions.

_____ Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation:

_____ Deactivate the Police Branch Director position and close out logs when authorized by the Operations Director.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Determine any follow up assignments.

_____ Leave forwarding phone numbers where you can be reached.

OPERATIONS

PUBLIC UTILITIES BRANCH DIRECTOR

PRIMARY: Public Utilities Director

ALTERNATE: Assistant Public Utilities Director

SUPERVISOR: Operations Director

GENERAL DUTIES:

- Coordinate all Public Utilities activities in the EOC.
- Maintain liaison with Pacific Gas & Electric Co., Fresno Metropolitan Flood Control District, Fresno Irrigation District.
- Coordinate all operational responsibilities involving: Water, Power, Streets, Storm Drains and Sewer.
- Maintain communications with Operations Director, Department Operations Center (DOC/Dispatch) and other Operational Branches (Fire, Police).

RESPONSIBILITY:

The Public Utilities Branch Director is responsible for all operational activities required to restore and maintain essential city services.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to Operations Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Public Utilities Branch Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |

_____ Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Assess the impact of the disaster on the Public Utilities Department operational capability.

_____ Contact the Operational Area Public Works Coordinator at the County EOC if necessary.

_____ Coordinate with the Situation Status Unit to determine progression of emergency.

_____ Develop an action plan. Set Public Utilities Department priorities based on the nature and severity of the disaster/emergency.

Incident Action Plan Considerations:

- Establish priority list for reestablishing utility services and beginning necessary repairs.
- Provide updated information on road availability and closures to the Planning Section.

- Relay any employee death or injury information to EOC Safety Officer.
- Provide teams of personnel with equipment to accomplish heavy rescue and other operations as needed. Coordinate with Fire/EMS Branch.
- Ensure an adequate supply of water for firefighting operations. Check with Fire/EMS branch for priorities.
- Provide adequate supply of water. If necessary, coordinate with private sector.
- Provide emergency power, such as mobile generators.
- Construct emergency detours and access roads.
- Establish liaison with private heavy equipment operators for assistance. Coordinate with Logistics Section.
- Assist Police Branch with barricades.
- Remove, haul and dispose of debris that hampers emergency response.
- Repair or reinforce bridges and patch, clear, or reinforce repairable roads.
- Arrange for the distribution and installation of chemical toilets, as needed. Coordinate with Logistics Section.
- If there is little or no damage in the city of Clovis, be prepared to provide assistance to other mutual-aid jurisdictions.
- Provide and set up pumps in flooded areas.
- Clear clogged drains.
- Provide sand bags to residents before and during flooding.

_____ Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation:

_____ Deactivate the Public Utilities Branch Director position and close out logs when authorized by the Operations Director.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Determine any follow up assignments.

_____ Leave forwarding phone numbers where you can be reached.

FINANCE

FINANCE DIRECTOR

PRIMARY: Finance Director

ALTERNATE: Deputy Finance Director

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate all Finance activities in the EOC.
- Responsible for; Cost Recovery, Time Recording, Compensation & Claims, and DSR Record Keeping.
- Maintain communication with EOC Director.

RESPONSIBILITY:

The Finance Director is responsible for the coordination of all financial and cost analysis aspects of the disaster/emergency and the supervision of the Finance Section within the EOC.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Finance Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |

_____ Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Assess the impact of the disaster/emergency.

_____ Contact the Fresno County Operational Area, Finance Section Chief at the County EOC if necessary.

_____ Assign and brief unit leaders as follows:

- Time Keeping
- Compensation & Claims
- Cost Recovery
- DSR Record Keeping

_____ Assist with preparation of Incident Action Plan.

_____ Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation:

- _____ Deactivate the Finance Director position and close out logs when authorized by the EOC Director.
- _____ Ensure that any required forms or reports are completed

LOGISTICS

LOGISTICS DIRECTOR

PRIMARY: General Services Director

ALTERNATE: General Services Manager

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate all Clovis logistical activities in the EOC.
- Responsible for; Transportation, Supply & Procurement, EOC Support and Personnel.
- Procures and provides people, material, and facilities.
- Maintain communications with EOC Director and other Operational Branches (Fire, Police, and Public Utilities).

RESPONSIBILITY:

The Logistics Director is responsible for the coordination of Logistics Section. The Logistics Section provides for all incident material and support needs.

Action Taken: Time/Date/Comments

Start-up Actions

- | | |
|-------|--|
| _____ | Check-in upon arrival at EOC. |
| _____ | Report to EOC Director. |
| _____ | Obtain briefing on the situation. |
| _____ | Identify yourself as the Logistics Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment. |

_____ Using activity log (ICS Form 214), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document the following:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

_____ Review position responsibilities.

_____ Determine personal operating location and set-up.

_____ Clarify any issues regarding your authority and assignment and what others in the organization do.

_____ Determine 24 hour staffing requirements and request additional support as required.

Operational Duties:

_____ Assess the impact of the disaster/emergency.

_____ Contact the Fresno County Operational Area, Logistics Section Chief at the County EOC if necessary.

_____ Assign and brief unit leaders as follows:

- Personnel Unit
- Transportation Unit
- Supply/Procurement Unit
- EOC Support Unit

_____ Assist with preparation of Incident Action Plan.

Incident Action Plan Considerations:

- Report information regarding significant events, activities, and occurrences to the EOC Director.
- If there is little or no damage in the city of Clovis, be prepared to provide assistance to other mutual-aid jurisdictions.

_____ Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.

Deactivation:

_____ Deactivate the Logistics Director position and close out logs when authorized by the EOC Director.

_____ Ensure that any required forms or reports are completed prior to your release and departure.

_____ Determine any follow up assignments.

_____ Leave forwarding phone numbers where you can be reached.

Continuity of Operations Plan (COOP) for Clovis, CA



November 2016

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PART 1: BASIC PLAN

I. PROMULGATION STATEMENT

Continuity planning is simply this: the good practice of ensuring the execution of essential functions throughout all circumstances. No-notice emergencies such as localized acts of nature, accidents, technological emergencies and terrorist attack-related incidents have increased the need for robust continuity capabilities and planning that enables the City of Clovis to continue their essential functions across a broad spectrum of emergencies.

The city must ensure its vital services and operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the City's Continuity Plan and programs to ensure it is capable of conducting its essential missions and functions under all threats and conditions.

It is essential that a Continuity Plan is not confused with an Emergency Operations Plan (EOP) or other plans. They are distinctly different plans with specific purposes. For example, an EOP is developed for coordinating a response to specific types of all-hazard incidents (e.g. tornado, train derailment, hazardous material incident, etc.). The responses driven by an EOP are tactical in nature, in that the majority of the incidents will last a very short period of time and are brought under control rather quickly. The EOP also takes into consideration actions such as emergency sheltering and food provisions. Ultimately, an EOP that supports emergency response is designed to save lives and minimize property damage. The City of Clovis Fire Department's Emergency Preparedness Division is charged with implementing the EOP and directing emergency actions within the City of Clovis.

The City of Clovis' Continuity Plan on the other hand addresses the aftermath of a critical incident and ensures the City is in a position to continue to operate and provide vital services and essential functions for its residents and visitors and cannot be interrupted for more than 12 hours by an emergency or disaster. *This Continuity of Operations Plan (COOP) is implemented after emergency operations are completed.* When a COOP is implemented, it may include working from a contingent/secondary (alternate) facility, since the primary facility may be damaged and could last up to 30 days or more. In addition, essential functions are those activities that allow the City to perform its vital services such as water, wastewater, payroll, etc. and continue operations until normal business activities can resume at the primary facility or other location.

This plan is developed in accordance with guidance in the *National Continuity Policy Implementation Plan*; Continuity Guidance Circular 1 (CGC 1), *Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions)*, dated July 2013; Continuity Guidance Circular 2 (CGC 2), and *Continuity Guidance for Non-Federal Governments*, dated September 2013.

SIGNED

City Manager

Clovis COOP Plan
November 2016

II. ANNUAL REVIEW

On an annual basis, key city personnel should review the Continuity Plan, components, and supporting elements, and make any required updates or changes.

Table 1. Annual Review Table

Element Reviewed	Date of Last Review	Individuals Conducting Review
Continuity Plan		
Essential Functions		
Continuity Facilities' Suitability and Functionality		
Continuity Facilities' MOA/MOU		
Continuity Communications' ability to support Essential Functions		

III. RECORD OF CHANGES

Planners will track and record the changes using a record of changes table when changes are made to the COOP outside the official cycle of plan review, coordination, and update. The following table will track plan changes.

Table 2. Record of Changes

[illegible]

IV. RECORD OF DISTRIBUTION

The record of distribution will be used to verify that tasked city individuals have acknowledged their receipt, review, and/or acceptance of the plan. The following table is the record of distribution.

Table 3. Record of Distribution

Date of Delivery	Number of Copies Delivered	Method of Delivery	Name, Title, and Organization of Receiver
	1	Electronic	Fresno County Office of Emergency Services (OES)

V. PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS

The City of Clovis Departments' essential function is to provide vital services to the City's residents, businesses, and visitors. There are also activities that must be accomplished in support of this essential function. To accomplish this mission, City Departments must ensure its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the City of Clovis' COOP and programs to ensure it is capable of conducting its essential functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on the City's department personnel and facilities.

This COOP applies to the functions, operations, and resources necessary to ensure the continuation of the City's essential functions in the event its normal operations are disrupted or threatened with disruption. City department staff must be familiar with continuity policies and procedures and their respective continuity roles and responsibilities. This document helps ensure the City is capable of conducting its essential missions and functions under all threats and conditions, with or without warning.

Continuity Planning should be based on the assumption that City departments will not receive warning of an impending emergency. As a result, a risk assessment is essential to continuity planning. The City's Risk Assessment is found in Annex I of this plan. This risk assessment addresses the following:

- Identification of all hazards
- A vulnerability assessment to determine the effects of all hazards
- A cost-benefit analysis of implementing risk mitigation, prevention, or control measures
- A formal analysis by management of acceptable risk
- Sufficient distance between primary and continuity facility locations or threatened areas and other facilities or locations that have potential sources of disruption or threats

Planning Assumptions

- A sufficient number of trained employees will be available to relocate and continue performing essential functions
- The continuity facility will support the ERG and the continuation of essential functions by available communications and information systems within 12 hours from the time the Continuity Plan is activated, for potentially up to a 30-day period or until normal operations can be resumed
- The City will strive to conduct essential functions under all threats and conditions, with or without warning

Objectives

The City of Clovis' Continuity Objectives are listed below:

- (1) Ensure that the city can perform its essential functions under all conditions
- (2) Reduce the loss of life and minimize property damage and loss
- (3) Execute an effective order of succession with accompanying authorities in the event a disruption renders the department's leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities
- (4) Reduce or mitigate disruptions to operations
- (5) Ensure there are facilities from where organizations can perform essential functions
- (6) Protect personnel, facilities, equipment, records, and other assets critical to the performance of essential functions in the event of a disruption
- (7) Achieve the department's timely and orderly recovery and reconstitution from an emergency
- (8) Ensure and validate continuity readiness through a dynamic and integrated continuity Test, Training, and Exercise (TT&E) program and operational capability

Security and Privacy Statement

This document is For Official Use Only. Portions of the Plan contain information that raises personal privacy or other concerns. It is to be controlled, stored, handled, transmitted, distributed, and disposed of properly and is not to be released without prior approval of the City Manager to the public or other personnel who do not have a valid "need to know". Distribution of the COOP in whole or part is limited to those personnel who need to know the information to successfully implement the plan.

The Assistant City Manager will distribute copies of the COOP on a need to know basis whether via hard copy or electronic copy or posting on internal websites. In addition, copies of the Plan will be distributed to other organizations as necessary to promote information sharing and facilitate a coordinated inter-organization continuity effort.

VI. CONCEPT OF OPERATIONS

The Continuity Plan is implemented in four phases:

- **Phase I: Readiness and Preparedness** – the preparedness actions taken by the city to respond to an incident that requires activation of the COOP plan. This ensures that continuity personnel can fulfill their COOP responsibilities.
- **Phase II: Activation and Relocation** – the first 12-hours from the time the plan is activated by the City Manager and includes transferring essential functions to the continuity facility. An emergency condition may require personnel to relocate to predetermined continuity facility(s). Functionally, this would include personnel not assigned to Emergency Operations Center (EOC) if activated. These personnel who are relocated under this plan are collectively known as the Emergency Relocation Group (ERG) who may need to operate from an alternate facility. Upon arrival, they will establish an operational capability and perform essential functions within 12 hours from the time of the activation of the COOP, for up to a 30-day period or until normal operations can be resumed.
- **Phase III: Continuity of Operations** – the activation of the COOP Plan and performance of essential functions until emergency operations are terminated.
- **Phase IV: Reconstitution** – after the emergency ceases and is unlikely to resume, city departments resume normal operations at its primary facility or other designated operating facilities.

Figure 1. Phases of Continuity of Operations.



PHASE 1: Readiness and Preparedness

Key City Department Personnel will participate in the full spectrum of readiness and preparedness activities to ensure personnel can continue essential functions in an all-hazard/threat environment. The readiness activities are divided into two key areas:

- Organization readiness and preparedness
- Staff readiness and preparedness

Organization Readiness and Preparedness

This involves the preparedness actions taken by the City departments to respond to an incident that requires activation of the COOP.

Staff Readiness and Preparedness

City department personnel will prepare for an interruption and plan in advance for what to do in an emergency. Personnel will also develop a Family Support Plan to increase personal and family preparedness. The www.ready.gov website provides guidance for developing a Family Support Plan and includes a "Get Ready Now" pamphlet that explains the importance of planning and provides a template that can be tailored to meet family-specific planning requirements. Providing for the safety of responder's family/friends/pets is paramount for city continuity personnel to continue to provide service during times of crisis. The City is more likely to be able to depend on employees to maintain their work schedule or even an increased workload if it can ensure that the loved ones of these employees are safe and secure.

In addition, the City should conduct the following continuity readiness and preparedness activities: orientation training, brown bags or working lunch informational sessions regarding continuity, family preparedness, etc.

The following table identifies Personnel Readiness and Preparedness Requirements for Phase I:

Table 4. Personnel Readiness and Preparedness Requirements

Personnel Group	Responsibilities
City Manager/Assistant City Manager (Incident Management Team)	<ul style="list-style-type: none"> Identify and document essential functions Appoint COOP POCs for each City Department responsible for assisting in the maintenance and implementation of the Continuity Plan Ensure the plan addresses unique requirements and procedures Select continuity personnel based on area of expertise and experience with performing or supporting Essential Functions and the ability to rapidly deploy Ensure all Key Department Personnel understand the COOP and are equipped and trained to perform their duties Establish and maintain written orders of succession Delegate authorities for making policy determinations Participate in COOP Test, Training, & Exercise (TT &E) activities Ensure emergency contact information for all Key City Department Personnel is maintained and periodically validated Conduct periodic tests of telephone and online emergency notification lists and maintain records of the results Be familiar with the COOP and specific roles and responsibilities in performing or supporting essential functions Understand the essential functions to be performed during a COOP activation and how they will be performed at the continuity site
Advanced Readiness Team, Emergency Relocation Group, Mission Essential Personnel	<ul style="list-style-type: none"> Identify personal and professional materials required to implement their assigned COOP roles Prepare and maintain a Personal and Business Drive-Away Kit, and Family Preparedness Plan Participate in COOP TT&E activities Provide and regularly update emergency contact information for supervisors. They will be reachable 24-hours per day, 7-days per week in the event of a COOP activation with or without notice, unless otherwise directed/authorized by their supervisor
Other City Department Personnel	<ul style="list-style-type: none"> Be familiar with the COOP Understand roles and responsibilities under the COOP Participate in COOP TT&E activities, when required

To ensure the ability to attain operational capability at continuity facilities and with minimal disruption to operations, key department personnel will execute the activation process as described in the following sections.

Decision Process Matrix

Based on the type and severity of the emergency situation, the COOP may be activated by one of the following methods:

- (1) The Mayor or City Council may recommend continuity activation.
- (2) The City Manager or a designated successor, may initiate the Continuity Plan activation for all City departments, based on an emergency or threat directed at the organization.
- (3) COOP activation is a scenario-driven process that allows flexible and scalable responses to the full spectrum of all-hazards/threats that could disrupt operations with or without warning and during work or non-work hours. COOP activation will not be required for all emergencies or disruptions, since other actions may be more appropriate.

The decision to activate the COOP and related actions will be tailored for the situation and based on projected or actual impact and whether or not there is warning. To support the decision-making process regarding plan activation, the City Manager in consultation with Mayor and/or City Council will use the decision matrix below to support that process.

Table 5. Decision Matrix for Implementation

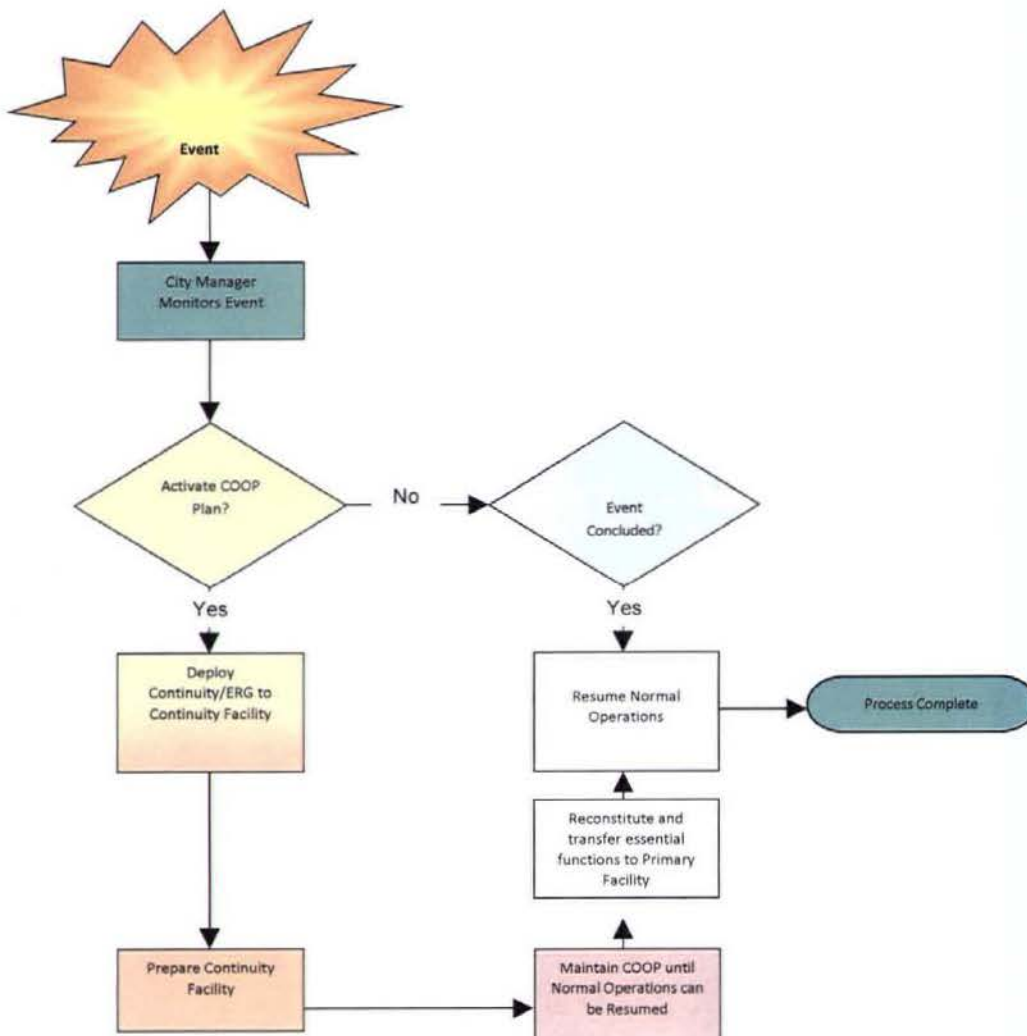
	Work Hours	Non-Work Hours
Event With Warning	<ul style="list-style-type: none"> Is the threat aimed at the city and its other critical facilities in the surrounding area? Is the threat aimed at personnel? Are staff unsafe remaining in the facility and/or area? 	<ul style="list-style-type: none"> Is the threat aimed at the facility or surrounding area? Is the threat aimed at department personnel? Who should be notified of the threat? Is it safe for staff to return to work the next day?
Event Without Warning	<ul style="list-style-type: none"> Are critical facilities affected? Are personnel affected? Have personnel safely evacuated or are they sheltering-in-place? What are the instructions from other agencies such as Fresno County Office of Emergency Services? How soon must key City departments be operational? 	<ul style="list-style-type: none"> Are critical facilities affected? What are the instructions from other agencies such as Fresno County Office of Emergency Services? How soon must key City departments be operational?

The following are scenarios and potential impacts with recommendations for continuity plan activation.

Table 6. Continuity Plan Activation Scenarios

Scenario	Potential Impact	Recommendations
1	Example: Small or moderate flooding at the Manager's Office. Event/Impact: Disruption lasting slightly longer than 12 hours, with minor impact on essential functions.	COOP activation may be required depending on functions impacted.
2	Example: Major chlorine explosion with contamination of the Surface Water Treatment Plant resulting in a major fire or flooding. Event/Impact: Disruption to the Primary facility lasting longer than 15 days, with loss of some staff.	COOP activation. May require activation of orders of succession for some key personnel.
3	Example: Improvised Explosive Device or Weapons of Mass Destruction. Event/Impact: Catastrophic event rendering critical facilities inoperable, including loss of contact with a significant portion of essential personnel.	COOP activation. Situation may require Devolution of Operations.

Figure 2. City Continuity Plan Activation Decision-Making Process



As the decision authority, the City Manager will be kept informed of the threat using all available means, including but not limited to the Clovis Police Department Communications Center and news media. The City Manager and/or Assistant City Manager will evaluate all available information relating to:

- (1) Direction and guidance from higher authorities
- (2) The health and safety of City department personnel
- (3) The ability to execute essential functions
- (4) Changes in threat advisories
- (5) The potential or actual effects on communications systems, information systems, facilities, and other vital equipment
- (6) The expected duration of the emergency situation

Alert and Notification Procedures

Before an event, the City Manager will monitor advisory information from the Clovis Police Department Communications Center. In the event normal operations are interrupted or an incident appears to be imminent, key department personnel will take the following steps to communicate their operating status:

- (1) The City Manager will initiate an emergency notification roster which is an important component of the COOP in order to reach key personnel after hours to notify them of a problem. For an emergency notification roster to be successful, employee contact information must be up-to-date and individuals on the tree should supply multiple contact options. The roster uses technologies such as landline phone, handheld radios, email, and cell phone. Emergency personnel will also notify family members, next of kin, and/or emergency contacts of COOP activation.
- (2) The City Manager or designated successor will notify the Mayor and City Council of the emergency requiring COOP activation.
- (3) The City Manager or designated successor will notify the Mayor and City Council, who can provide any financial support and coordination for Intergovernmental Agreements (IGAs) and Memoranda of Understanding (MOUs), particularly for use of alternate/secondary facilities.

Upon the decision to activate the COOP, the City Manager will notify key City personnel, as well as affected and interdependent entities, with information regarding continuity activation status, operational and communications status, and the anticipated duration of relocation. These entities include:

- Alternate facilities and on-site support teams with information regarding COOP activation, relocation status, and the anticipated duration of relocation
- All City employees with instructions and guidance regarding the COOP activation
- The Mayor and City Council

Relocation Process

Once the Continuity Plan is activated and personnel are notified, the city will relocate continuity personnel and Essential Records to their respective continuity facility(ies) if necessary at the Corporation

Yard (155 N. Sunnyside) and the Sewer Treatment Plant (9700 E. Ashlan Ave.) to perform their assigned essential functions and other continuity-related tasks.

Emergency procedures with or without a warning will be implemented as follows:

- Continuity personnel will depart to the designated alternate facility from their primary operating facility.
- Non-continuity personnel present at the primary operating facility or another location will receive instructions from their respective department head. In most scenarios, non-continuity personnel will be directed to proceed to their homes or other City facilities to wait for further guidance.
- At the time of notification, if available, information will be provided regarding safety precautions and routes to use when leaving the primary operating facility.

Non-continuity personnel may be required to replace or augment continuity personnel during activation. These activities will be coordinated by their respective department heads. Department Leadership may also direct the city's non-continuity personnel to relocate to alternate facility (ies) until further notice.

In the event of an activation of the COOP, the City may need to procure necessary personnel, equipment, and supplies that are not already in place for continuity operations if unavailable or destroyed at primary operating facilities. The City Manager or designated successor maintains the authority for emergency procurement as well as requesting mutual aid from other incorporated cities in Fresno County.

Procedures for Continuity Plan Activation and Mobilization by POC

The following Quick Reaction (QR) checklist covers operational tasks, duties, and responsibilities. This checklist provides memory joggers for those activating the COOP to assist/ensure the completion of critical tasks and is not necessarily in sequential order. This checklist does not supplant training, education, and experience.

Table 7: Phase II Activation Quick Reaction Checklist

	TASK/ACTION <i>Note: The steps listed below may be preceded by Building Occupant Emergency Procedures if an emergency occurs prior to any COOP Activation</i>	POC
1	Determine if the COOP should be implemented based on a with warning event: Natural disasters with warning requiring evacuation from the immediate area (e.g. wildfire).	City Manager
2	Determine if the COOP should be implemented based on a without warning event: <ul style="list-style-type: none"> The Primary facility is temporarily unavailable due to a situation rendering the facility inaccessible (e.g., fire). Hazardous Material Incident without warning requiring evacuation from the immediate area	City Manager
3	Advise the Mayor and/or City Council of appropriateness of COOP Activation	City Manager or Assistant Manager
4	Initiate/Activate COOP as necessary	City Manager
5	Initiate contact with each City employee (Call Down Lists)	City Clerk
6	Ensure signs are posted at the primary facility to inform employees of the COOP activation and to not enter primary facility	City Clerk
7	Secure primary facilities	General Services
8	Prepare internal messaging about COOP activation and advise the City Manager and Mayor on media relations	Assistant Manager
9	Maintain a main point of contact to track personnel accountability and whereabouts	City Clerk
10	Retrieve backup tapes/files/records and transport to the alternate facility	City Clerk
11	Deploy ERG to the alternate facility	City Manager
12	Initiate movement of ERG to the alternate facility	City Manager
13	Notify alternate facility property manager of the relocation situation	General Services

Upon activation of the COOP, Department Personnel will continue to operate at its primary operating facility until ordered to cease operations by the City Manager or designated successor. At that time, essential functions will transfer to the alternate facility. The City Manager will ensure that the COOP can be operational within 12 hours of plan activation.

The advance readiness team will be first to arrive at the alternate facility to prepare the alternate site for the arrival of personnel. Upon arrival at the alternate facility, the advance team will:

- Ensure infrastructure systems, such as power and heating, ventilating, and air conditioning are functional
- Prepare check-in duty stations for ERG arrival
- Address telephone inquiries from ERG and non-ERG staff

Upon arrival at the alternate facility, personnel will:

- Report immediately to the City Manager for check-in and accountability
- Receive all applicable instructions and equipment
- Report to their respective work locations
- Retrieve pre-positioned information
- Monitor the status of personnel and resources
- Continue essential functions to provide vital services to residents and visitors
- Notify family members, next of kin, and emergency contacts of preferred contact methods and information

The General Services Director will serve as the Reconstitution Manager for all phases of the reconstitution process and monitor the status of repairs to the primary facilities. During continuity operations, the General Services Director should determine the status of the primary operating facility affected by the event. Upon obtaining the status of the facility, The General Services Director will determine how much time is needed to repair the primary operating facility and/or acquire a new facility. This determination is made in conjunction with the City Manager, Mayor, and City Council. Should leadership decide to repair the facility, the General Services Director has the responsibility of supervising the repair process and should notify the City Manager of the status of repairs, including estimates of when the repairs will be completed.

Procedures for Continuity Operations at the Alternate Facility

The following quick reaction checklist covers operational tasks, duties, and responsibilities. This checklist provides memory joggers for continuity of operations to assist/ensure the completion of critical tasks and is not necessarily in sequential order. This checklist does not supplant training, education, and experience.

Table 8. Phase III Continuity Support Operations Checklist

TASK/ACTION	POC
Initial 12 Hours	
1 Ensure that the alternate facility is operational and prepare for the arrival of the ERG	General Services
2 As appropriate, conduct disaster recovery at the alternate facility to ensure that data is transferred to the alternate facility server or retrieved from the "cloud"	City Clerk Department
3 Conduct system tests to ensure all system tools/programs are available and functioning properly	General Services/ City Clerk Department
4 Report operational status to the Mayor and City Council	City Manager
12 Hours to 30 Days (if required)	
5 Monitor the need to lift the overtime cap	Finance Department
6 Ensure employees are getting paid	Finance Department
7 Monitor the status of personnel and resources	City Manager
8 Ensure non-essential personnel are safely working	City Manager
9 Ensure all databases are accessible and information is kept current on redundant server	City Clerk
10 Monitor the network for connectivity and databases, and perform computer server monitoring	City Clerk Department
11 Monitor the status of repairs to the primary operating facility	General Services

Vital Files, Records, and Databases

The City's vital files, records, and databases include sensitive data to reconstitute normal operations after an emergency ceases. Vital files, records, and databases identified by the City Clerk Department are summarized in Table 14. The identification, protection, and ready availability of personnel vital records, databases, and hardcopy documents needed to support essential functions at alternate facilities under the full spectrum of emergencies are critical elements of a successful COOP.

Phase IV: Reconstitution Operations

Reconstitution is the process by which personnel resume (transition back to) normal operations from the alternate facility back to the primary operating facility. Reconstitution will commence after the City Manager or other authorized person coordinates with City of Clovis Fire Department's Emergency Preparedness Division that the emergency situation has ended and is unlikely to reoccur. Once the City Manager has made the decision to reconstitute, one or a combination of the following options may be implemented, depending on the situation:

- Continue to operate from the alternate facility
- Reconstitute primary facilities and begin an orderly return
- Begin to establish reconstituted departments in another facility or at another designated location

Before relocating to the primary operating facility or another facility, appropriate city personnel from Public Utilities, Planning and Development Services and General Services will conduct appropriate security, safety, and health assessments to determine building suitability. In addition, the City Clerk Department will verify that all systems, communications, and other required capabilities are available and operational and that the City departments are fully capable of accomplishing all essential functions and operations at the new or restored primary operating facility.

The City Manager or designated successor will keep the Mayor and City Council informed of the situation which can provide any financial support and coordination for Intergovernmental agreements (IGAs) and Memoranda of Understanding (MOUs) particularly for use of alternate facilities.

Upon a decision by the City Manager (or other authorized person) that the primary operating facility can be reoccupied or that City departments will be reestablished in a different facility the following may occur:

- The City Manager should notify the Mayor and City Council and other applicable operations centers, e.g. Fresno County Office of Emergency Services Management with information regarding continuity activation status, the alternate facility, operational and communication status, and anticipated duration of relocation.
- The City Clerk will notify all internal personnel that the emergency or threat of emergency has passed and actions required of personnel in the reconstitution process using the personnel contact rosters
- The City Manager will coordinate with the Mayor, City Council, the Building Department or other applicable facility management group to obtain office space for reconstitution, if the primary operating facility is uninhabitable.

Upon verification that the required capabilities are available and operational and that city departments are fully capable of accomplishing all essential functions and operations at the new or restored facility,

City Continuity Personnel will continue to operate at its continuity facility until ordered to cease operations by the City Manager. At that time, essential functions will transfer to the primary operating facility.

The City Clerk Department Member will identify any records affected by the incident and will effectively transition or recover Essential Records and databases, as well as other records that had not been designated as Essential Records.

The City Manager may conduct an After Action Review (AAR) with department continuity personnel once back in the primary operating facility or in a new primary operating facility. The AAR will address the effectiveness of the COOP and procedures, identify areas for improvement, document these, and then develop a remedial action plan as soon as possible after the reconstitution. In addition, the AAR can identify which, if any, records were affected by the incident and will work with the City Clerk Department Member to ensure an effective transition or recovery of essential records and databases and other records that had not been designated as essential records.

Devolution is the capability to transfer statutory authority and responsibility for essential functions from an organization's primary operating staff and facilities to other organization employees and facilities, and to sustain that operational capability for an extended period. The city should be prepared to transfer all of its essential functions and responsibilities to personnel at a different location/jurisdiction should emergency events render leadership or staff unavailable to support the execution of the City's essential functions.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Key staff positions within the City include individual continuity members, those identified in the orders of succession and delegation of authority, and City personnel who possess additional continuity responsibilities. The responsibilities of these key continuity personnel are delineated below:

Table 9. Key Continuity Personnel and Responsibilities

Personnel	Responsibilities
City Manager	<ul style="list-style-type: none">• Provide strategic leadership and overarching policy direction for the continuity program• Implement the COOP when necessary, or when directed by a higher authority• Update and promulgate orders of succession and delegations of authority• Ensure adequate funding is available for emergency operations• Ensure all City components participate in continuity exercises• Update COOP annually
City Clerk	<ul style="list-style-type: none">• Update telephone rosters monthly• Conduct alert and notification tests• Review status of Essential Records, files, and databases
Continuity Personnel	<ul style="list-style-type: none">• Be prepared to deploy and support essential functions in the event of COOP activation• Provide current contact information to City Clerk• Be familiar with continuity planning and know individual roles and responsibilities in the event of COOP activation• Participate in continuity training and exercises as directed

VIII. DIRECTION, CONTROL, AND COORDINATION

During activation of the COOP Plan, the City Manager maintains responsibility for control and direction. Should the City Manager become unavailable or incapacitated; follow the directions contained in Annex F Leadership and Staff which identifies Orders of Succession and Delegations of Authority.

IX. DISASTER INTELLIGENCE

During a continuity event, the city continuity personnel will require the collection and dissemination of critical information. While specific incidents may create additional or specialized reporting requirements (e.g. Fresno County Office of Emergency Services), the following table lists information that should be collected and reported regardless of incident type.

Table 10. Disaster Intelligence Collection

Information Element	Specific Requirement	Responsible Element	Deliverable	When Needed	Distribution
Personnel Accountability	Account for all ERG and non-ERG employees	City Manager	Reports Briefings	Status updates hourly following Plan activation	Mayor and City Council
Operational Status	<ul style="list-style-type: none">Percent of ERG personnel arrived at siteAbility to conduct each essential function	City Clerk	Situation briefings	No later than 6 hours after plan activation, then hourly	City Administrator
Hazard Information	Threat details specific to the continuity facility	City Manager	Situation updates	Two times per day at shift change	All City Departments and Fresno County Office of Emergency Services

XI. BUDGETING AND ACQUISITION OF RESOURCES

The City Manager and Administrative-Accounting Department, in coordination with the mayor and City Council budgets for and acquires those resources and capabilities essential to continuity operations. As part of the budget process, the city should use a risk management methodology to identify, prioritize, and justify the allocation of budgetary resources.

For those contracts vital to the support of organization essential functions, the City Clerk Department should ensure contractor statements of work include the provision to provide staffing, services, and resources during emergency conditions. During an emergency situation, the City Clerk Department is responsible for oversight and handling of emergency work by contractors.

XII. PLAN DEVELOPMENT AND MAINTENANCE

The City Manager is responsible for maintaining this COOP. The COOP, essential functions, and supporting activities, should be reviewed by the applicable departments and updated annually from the date of publication as part of the maintenance of continuity plans and procedures. The City Manager is also responsible for the annual plan review and update. In addition, the COOP will be updated or modified when there are significant City procedural changes or other events that impact continuity processes or procedures.

COOP Program Maintenance Responsibilities

Table 11 below identifies personnel responsible for the maintenance of the COOP Program. This table should be reviewed and updated semi-annually.

Table 11. COOP Program Maintenance Matrix

Responsibility		Frequency		Comment [CF1]: Chief Binaski and I need to confer over assignments in this table.
1.	Ensure currency of COOP procedures/requirements	City Manager	Annually or As Required	
2.	Conduct quarterly tests of the Call-Down List and maintain records of the results.	City Clerk	Quarterly	
3.	Maintain a current roster of designated continuity members and current telephone notification Call-Down List.	City Clerk	Annually or As Required	
4.	Confirm the COOP Program considers an "all-hazards" approach, to include pandemic influenza	City Manager	Annually or As Required	
5.	Confirm floor plans for alternate facility space for use by ERG members while at the alternate facility	Public Works Director	Annually or As Required	
6.	Verify the allocation of sufficient funding for COOP operations.	City Manager	Annually	
7.	Provide guidance on the management of vital records.	Admin-Accounting	Annually or As Required	
8.	Update and get approval for revised COOP, if necessary.	City Manager	Annually	
9.	Ensure that provisions are in place for financial operations.	Admin-Accounting	Annually or As Required	
10.	Ensure successors are properly familiarized with and/or trained regarding City's requirements/orders of succession and delegation of authority.	City Manager	Annually or As Required	
11.	Ensure that all city staff are equipped, trained, and familiar with the Continuity Plan and understand the requirements and guidance provided in their respective COOP roles.	City Manager	Annually or As Required	
12.	Provide annual COOP Briefing/Training session to all ERG staff.	Life Safety Enforcement Manager Clovis Fire Department	Annually	
13.	Confirm all personal and professional materials required to activate the COOP. To the maximum extent possible, pre-position materials at the alternate facility.	City Manager	Annually or As Required	

XIII. AUTHORITIES AND REFERENCES

The following authorities and references are provided below:

- (1) Federal: Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (P.L. 93-288, as amended by P.L. 100-707)
- (2) Directive 51/Homeland Security Presidential Directive 20, *National Continuity Policy*, dated May 9, 2007.
- (3) Continuity Guidance Circular 1 (CGC 1), *Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions)*, dated July 2013.
- (4) Continuity Guidance Circular 2 (CGC 2), *Continuity Guidance for Non-Federal Governments: Mission Essential functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions)*, dated September 2013.
- (5) FEMA National Preparedness Comprehensive Preparedness Guide 101, *Developing and Maintaining Emergency Operations Plans*, dated November 2010.

PART II: FUNCTIONAL ANNEXES

ANNEX IMPLEMENTING INSTRUCTIONS

The following are implementing instructions and are included as Annexes. Annex Implementing Instructions serve to provide additional information that supports the sections presented in Part I Basic Plan.

ANNEX A. ESSENTIAL FUNCTIONS

The identification and prioritization of essential functions is a prerequisite for COOP planning. Essential Functions are those functions described as the limited set of functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities. Essential Functions are those functions that provide vital services and maintain the safety of the general public and cannot be interrupted for more than 12 hours by an emergency or disaster. In addition, Essential Functions are also those activities that allow the City to perform its mission and continue operations until normal business activities can resume at the primary facility or other location. Other City activities and functions may be deferred during this period (e.g. planning and zoning, building permits, parks and recreation, issuing pet licenses, etc.).

The process for the identification of essential functions is contained in FEMA's Continuity Guidance Circular 2 (CGC 2) Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process, which helps guide those functions that should continue.

Table 12 includes the City of Clovis Departments Continuity Departments, Essential Functions primary locations, and Continuity Facility. Department Essential Functions are a limited set of their functions that must be continued throughout, or resumed rapidly after a disruption of normal activities.

Further, it describes the timeframes in which the essential function needs to be operating within as follows

- 1=Within 12 Hours
- 2=Within 36 Hours
- 3=Within 30 Days
- 4=Can be suspended for up to 60 days or longer

Table 12. Essential Function and Priority List

#	Essential Function	Description of Function	W h e n	Department	Primary Facility		Comment [CF2]: Chief Binaski and I need to confer with Public Utilities regarding continuity facilities.
1	Provide timely emergency response	Provide emergency and non-emergency services to the citizens of Clovis	1	Police and Fire Departments	-Fire/Police HQ 1233 Fifth Street, Clovis, CA 93612 -Fire Stations 1,2,3,4,5	Available Fire Stations 1,2,3,4,5	
2	Provide Water/Wastewater Utilities	Provide clean/potable water and sanitation services	2	Public Utilities Department	-Surface Water Treatment Plant 155 N. Sunnyside Avenue -Wastewater Treatment Plant 9700 E. Ashlan	-City of Fresno's Water System -Fresno-Clovis Regional Wastewater Treatment Facility 5607 W Jensen Ave, Fresno, CA	
3	Provide solid waste pickup and disposal	Protect public health and sanitation through garbage disposal	2	Public Utilities Department	Public Utilities Yard 155 N. Sunnyside Avenue	Fresno: -Mid Valley Disposal -Waste Management	
4	Continue Utility Billing	Providing customer service and processing monthly statements and payments	3	Finance Department	City Hall 1033 5th Street	Public Utilities Yard 155 N. Sunnyside Avenue	
5	Continue Accounts Payable/Receivable	Sustain fiduciary responsibilities to internal and external stakeholders	3	Finance Department	City Hall 1033 5th Street	-Public Utilities Yard 155 N. Sunnyside Avenue	
6	Continue payroll and benefits processing for employees	Providing accurate payroll and benefits administration for staff and dependents	3	Personnel/Risk Management Division	City Hall 1033 5th Street	Public Utilities Yard 155 N. Sunnyside Avenue	
7	Provide timely claims processing	Ensure claims filed against the City receive timely and legal consideration	3	Personnel/Risk Management	City Hall 1033 5th Street,	Public Utilities Yard 155 N. Sunnyside Avenue	
8	Issue Building Permits and Inspections	Safeguard health, property, and public welfare	4	Building Division	City Hall 1033 5th Street	Public Utilities Yard 155 N. Sunnyside Avenue	

ANNEX B. CONTINUITY PERSONNEL

In order to continue essential functions, continuity staff are required to relocate under COOP activation. *A copy of the current roster is located at the City Clerk/City Manager's Office.* The City Manager (with administrative support from the City Clerk) is responsible for ensuring the roster currency and ensuring personnel are matched against needed positions.

Each continuity member is selected by the City Manager based upon:

- The predetermined essential functions that must be performed, regardless of the operational status of the primary operating facility(ies)
- The member's knowledge and expertise in performing these essential functions
- The member's ability to rapidly go to the alternate site in an emergency situation

ANNEX C. ESSENTIAL RECORDS AND EQUIPMENT

"Essential Records" refers to information systems and applications, electronic and hard copy documents, references, and records, to include personnel sensitive data, needed to support essential functions during a continuity event. Within 12 hours of activation, continuity personnel at the continuity facility should have access to the appropriate media for accessing Essential Records.

IDENTIFYING ESSENTIAL RECORDS

The assigned responsibility for management of the vital records is the City Clerk Department which includes and records management personnel.

The City maintains a complete inventory of Essential Records, along with the locations of and instructions on accessing those records. This inventory will be maintained at a back-up/offsite location that is electronic and/or part of Cloud- based Records Management.

The City Clerk Department should develop and maintain an Essential Records plan packet or collection. The packet or collection should include but not be limited to:

- A paper copy or electronic list of key organization personnel and continuity personnel with up-to-date telephone numbers
- An Essential Records inventory with the precise locations of Essential Records
- Updates to the Essential Records
- Necessary keys or access codes
- Listing of the access requirements and sources of equipment necessary to access the records
- Continuity Facility Locations
- Lists of records recovery experts and vendors
- A copy of the City COOP

Protecting Essential Records

The protection of Essential Records is essential to ensuring the records are available during a continuity event, thus enabling the City to perform their essential functions.

Appropriate protections for Essential Records will be provided by the City Clerk Department and will include dispersing those records to other organization locations or storing those records offsite and takes into account the specific protections needed by different kinds of storage media.

Table 13 shows the City's essential records, files, and databases.

Table 13. Essential Records

Essential Function	Vital Record	Equipment or Systems	Networks/ Servers Supporting Critical Systems	Description	Form and Type of Record or System	Recovery Time Objective (RTO)
Paying Personnel	Payroll Records	Computer; Pay-All software systems	Intel Network	Records are needed to pay personnel	Electronic; Active	Less than 72 hours
Cash Flow Management	Cash Balances	Computer	Direct Website	Monitoring of cash balances and transfers	Electronic, Active	0 to 12 hours
Police Records/ California Law Enforcement Telecommunications System (CLETS)	Emergency Services	Computers and software application	Internal and External Connections to S.O.	Information necessary for emergency services dispatching	Electronic, active	0 to 12 hours
Police/Fire Computer Aided Dispatch (CAD)	Emergency Dispatching	Computers, applications and mobile devices	Internal and external connections to Fresno County EMS and S.O.	Information necessary for emergency services dispatching	Electronic, active	0 to 12 hours
Cash Flow Management	Cash Balances	Computer	Direct Website	Monitoring of cash balances and transfers	Electronic, Active	0 to 12 hours

ANNEX D. ALTERNATE FACILITIES

Alternate Facility Information

The City has designated alternate facilities as part of its COOP in preparation for the possibility of personnel relocating to these site(s) unannounced to continue performance of essential functions. They are:

- The Corporation Yard- 155 North Sunny Side
- Sewer Treatment Plant-9700 Ashlan

Memoranda of Understanding

If MOAs/MOUs are necessary for other alternate/potential sites, ensure the following is taken into consideration:

- (1) Space and equipment, including vehicle and equipment storage. The alternate facility is able to accommodate all City essential personnel.
- (2) Capability to perform Essential functions within 12 hours of plan activation for up to 30 days or until normal operations can be resumed.
- (3) Reliable logistical support, services, and infrastructure systems.
- (4) Interoperable communications for effective interaction.
- (5) Capabilities to access and use Essential Records.
- (6) IT Systems and configurations that are used in daily activities.
- (7) Emergency/back-up power capability.

The Mayor and/or City Council should also be consulted to provide coordination and support for Intergovernmental agreements (IGAs) and Memoranda of Understanding (MOUs) for use of alternate facilities.

Continuity Facility Logistics

The City should maintain pre-positioned material and systems and/or detailed site preparation and activation plans in order to achieve full operational capability within 12 hours of notification. Further, the City should address the need for housing to support personnel on shifts at the alternate facility.

Continuity Facility Orientation

Personnel should be familiar with alternate facilities. This can be accomplished through deployment exercises/drills, orientation sessions at the site, and briefings. Further, personnel should annually train and prepares for the possibility of an unannounced relocation to all alternate facilities.

ANNEX E. CONTINUITY COMMUNICATIONS

The City requires available and redundant critical communications systems to be located at the primary operating facilities and alternate facilities. All necessary and required communications and IT capabilities should be operational within 12 hours of an activation. Further, the City should maintain fully capable continuity communications that support department needs during all hazards/threats, to include pandemic influenza outbreak and other related emergencies, and give full consideration to supporting social distancing operations. Social distancing are certain actions that are taken by Public Health officials to stop or slow down the spread of a highly contagious disease. The City should also maintain fully capable continuity communications that could support department needs during all hazards/threats, and give full consideration to supporting telework and other virtual offices.

ANNEX F. LEADERSHIP AND STAFF

Orders of Succession

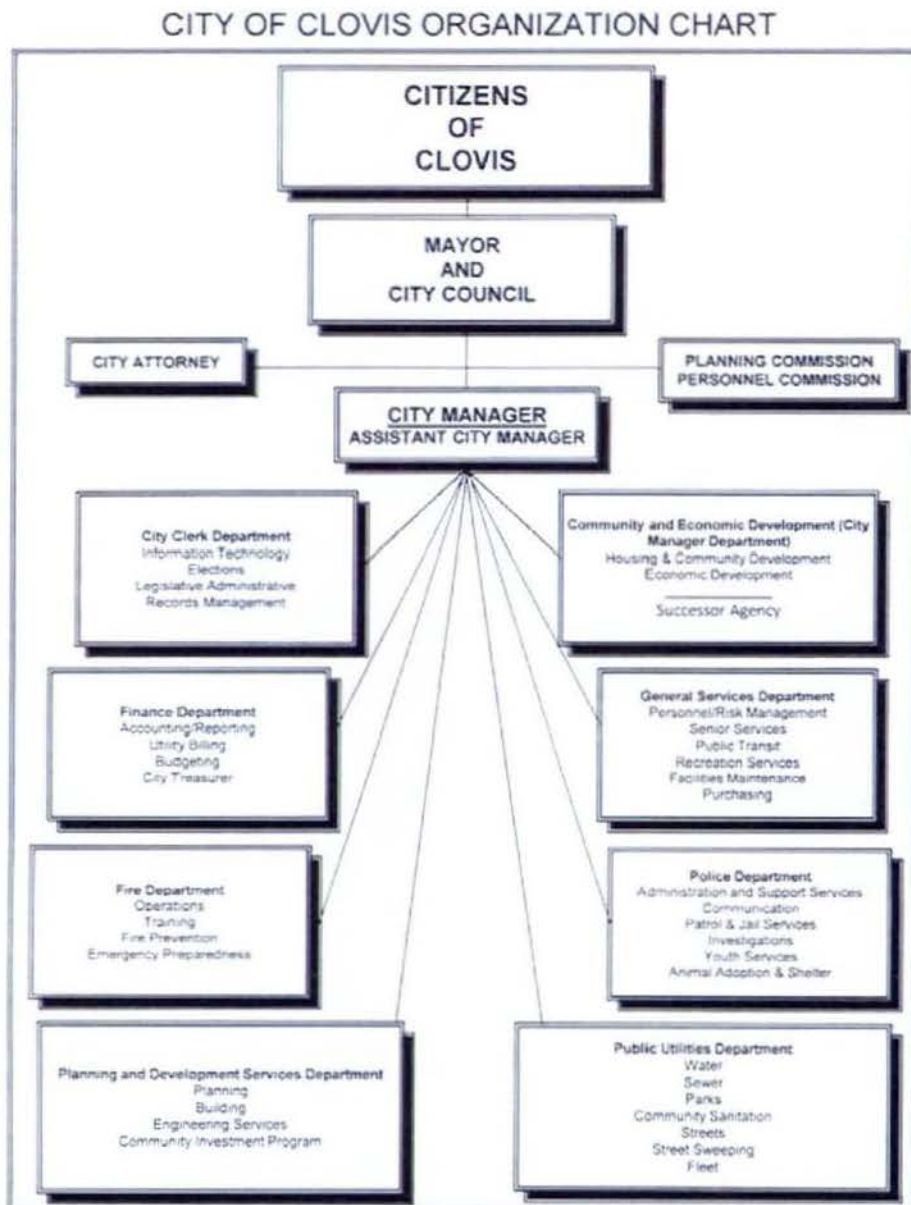
Pre-identification of orders of succession is critical to ensuring effective leadership during an emergency. In the event a primary individual is incapable or unavailable to fulfill essential duties, successors should be identified to ensure there is no lapse in essential decision-making authority. In the event the City leadership becomes unreachable or incapable of performing their authorized legal duties, roles, and responsibilities, the most senior reachable/capable person will initiate a notification of the next successor in line. The City Manager or designees will notify internal and external stakeholders of the change in leadership. The following orders of succession ensures sufficient depth to ensure the City's ability to manage and direct its essential functions:

Table 14. Orders of Succession

Key Personnel	Name	Successor 1	Successor 2
City Manager	Rob Woolley	John Holt	Andy Haussler
Chief of Police	Matt Basgall	Vince Leonardo	Katy Benham
Public Utilities Director	Luke Serpa	Lisa Koehn	Scott Redelfs
Finance Director	Jamie Hughson	Jay Schengel	Haley Lynch
Fire Chief	Micheal Despain	John Binaski	Jason Ralls
Planning and Development Services Director	Dwight Kroll	Bryan Araki	Doug Stawarski
General Services Director	Robert Ford	Shonna Halterman	Lori Shively
City Attorney	David Wolfe	Roy Santos	Jenell Van Bindsbergen

In addition to Table 14, the following organizational chart shows the structure of the City of Clovis that helps determine orders of succession:

Figure 3. Organizational Chart



Continuity of Authority

Generally, the city's pre-determined delegations of authority will take effect when normal channels of direction are disrupted and terminate when these channels have resumed. Pre-determined delegations of authority may be particularly important in a devolution scenario.

The City has identified the following delegations of authority:

- Orderly succession of officials to the position of the City Manager in the case of his/her absence, a vacancy at that position, or the inability of the City Manager to act during an emergency will be delegated to the Mayor. In the event the Mayor is unable to perform continuity duties, it will be delegated to the Mayor Pro Tem.

The City continuity personnel should refresh annually on who might be expected to assume authorities during a continuity situation for all pre-delegated authorities for making policy determinations at all levels.

Table 15. Delegation of Authority

Authority (Function)	Type of Authority	Position Holding Authority	Delegation to Position	Triggering Conditions	Procedures	Limitations
Contracts	Signature Authority	General Services Director	General Services Manager	Incapacitated or unavailable	Internal policy	Upon return of the incumbent
Policy	Implementation/ Suspension	City Council	City Manager	Lack of quorum or unavailable	Internal Policy	Upon establishment of quorum

ANNEX G. HUMAN RESOURCES

Continuity Personnel

People are critical to the operations of any organization. Selecting the right people from department staff is vitally important, and this is especially true in a crisis situation. The City of Clovis leaders are needed to set priorities and keep focus. During a disruption, emergency employees and other special categories of employees will be activated to perform assigned response duties. One of these categories is continuity personnel. In respect to continuity personnel, the city has:

- Identified and designated those positions and personnel they judge to be critical to organization operations in any given emergency situation as continuity personnel.
- Identified and documented its continuity personnel (see roster maintained by the City Clerk/City Manager Office). Continuity personnel possess the skills necessary to perform essential functions and supporting tasks.
- Officially inform all continuity personnel of their roles or designations to ensure that they know and accept their roles and responsibilities
- Provided guidance to continuity personnel on individual preparedness measures they should take to ensure response to a disruption.

All Staff

It is important that the City leadership keeps all personnel, especially individuals not identified as continuity personnel, informed and accounted for during a disruption. The City Clerk has emergency rosters for use in contacting and accounting for employees in the event of an emergency and will continue to attempt to contact with those individuals who are unaccounted for. In addition:

- City employees that are expected to remain in contact with their supervisors during any facility closure or relocation situation.
- The City ensures that staff are aware of and familiar with Human Resources guidance in order to continue essential functions during an emergency such as telework.

Human Resources Considerations

The City's continuity program incorporates existing organization-specific guidance and direction for human resources management, including guidance on pay, leave/time off, work scheduling, benefits, telework, hiring, authorities, and flexibilities.

The City Manager should work closely with the Administrative Department to resolve human resources issues resulting from a disruption. This may involve:

- Additional Staffing
- Work Schedules and Leave/Time Off
- Benefits
- Premium and Annual Pay Limitations

Further, the City Manager communicates Human Resources guidance for emergencies (pay, leave/time off, staffing, work scheduling, benefits, hiring authorities and other human resources flexibilities) to supervisors in an effort to help continue essential functions during an emergency.

ANNEX H. TEST, TRAINING, AND EXERCISES PROGRAM (TT&E)

The City can benefit from a TT&E program to support the department's preparedness and validate the continuity capabilities, program, and ability to perform essential functions during any emergency. The testing, training, and exercising of continuity capabilities is essential to demonstrating, assessing, and improving the City's ability to execute the continuity program, plans, and procedures. This involves:

- Training that familiarizes continuity personnel with their roles and responsibilities in support of essential functions during a continuity event.
- Tests and exercises serve to assess, validate, or identify for subsequent correction, all components of continuity plans, policies, procedures, systems, and facilities used in response to a continuity event. Periodic testing also ensures that equipment and procedures are kept in a constant state of readiness.

City leadership should perform TT&E events at regular intervals, as shown in the table below.

Table 16. TT&E Requirements

Continuity TT&E Requirements	Monthly	Quarterly	Annually	As Required
Test and validate equipment to ensure internal and external interoperability and viability of communications systems	✓			
Test alert, notification, and activation procedures for all continuity personnel		✓		
Test primary and back-up infrastructure systems and services at alternate facilities			✓	
Test capabilities to perform essential functions			✓	
Test plans for recovering Essential Records, critical information systems, services, and data			✓	
Test and exercise of required physical security capabilities at alternate facilities			✓	
Train continuity personnel on roles and responsibilities			✓	
Conduct continuity awareness briefings or orientation for the entire workforce			✓	
Train City leadership on essential functions			✓	
Train personnel on reconstitution plans and procedures			✓	

Conduct exercises that incorporate the deliberate and preplanned movement of continuity personnel to alternate facilities	✓	
Conduct successor training for all personnel who assume the authority and responsibility of the city's leadership if that leadership is incapacitated or becomes otherwise unavailable during a continuity situation	✓	
Train on the identification, protection, and ready availability of electronic and hardcopy documents, references, records, information systems, and data management software and equipment needed to support essential functions during a continuity situation for all staff involved in the Essential Records Program	✓	
Train on the City's devolution option for continuity, addressing how the organization will identify and conduct its essential functions during an increased threat situation or in the aftermath of a catastrophic emergency	✓	
Conduct personnel briefings on continuity plans that involve using or relocating to alternate facilities	✓	
Familiarize city personnel on the means to make their families prepared for emergency situations	✓	

ANNEX I. RISK MANAGEMENT

A risk assessment against all hazards for all capabilities associated with the continuance of essential functions was conducted to include all primary operating facilities, alternate facilities, personnel, systems, and records. The risks to continuity assets are shown below in Table 17.

The risk assessment was conducted utilizing localized knowledge of each Threat/Hazard type for all identified assets, as they specifically relate to the City and its operations. The 2016 Fresno County Multi-Jurisdictional Hazard Mitigation Plan was also analyzed that contributed to this assessment. Some hazards were removed from consideration because the risk of a hazard event in the Fresno County Operational Area is unlikely or nonexistent, the vulnerability of the City is low, or capabilities are already in place to mitigate negative impacts.

Each asset was evaluated using three criteria: vulnerability, impact, and likelihood. These scores are based on subjective judgments but, nonetheless, they provide a means to quickly rate the facility and continuity personnel's risk from various hazards. Based on this risk scoring, priorities for increased mitigation and preparedness activities can be determined.

Table 17. Risk Assessment

		Communications & IT Infrastructure	Facility & Physical Infrastructure	Personnel	Vital Records & Database
Threat / Hazard	Biological Attack				
	Biological Hazards/(Disease Outbreak, Food Contamination)*				
	Bombing (includes IED)				
	Civil Disturbance				
	Cyber Attack				
	Earthquake*				
	Extreme Heat*				
	Fire – Wildland*				
	Flood – Flash and Riverine*				
	HazMat – Fixed and Transport*				
	Utility Disruption				
LOW		MEDIUM		HIGH	

*Hazard profiled in 2016 Fresno County Multi-Hazard Mitigation Plan

ANNEX J. GLOSSARY

Activation – Once a COOP has been implemented, whether in whole or in part, it is considered “activated.”

Continuity – Uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event. Also referred to as an alternate operating facility.

Continuity Facilities – Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity situation.

Continuity of Operations (COOP) – An effort within individual agencies to ensure they can continue to perform their essential functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

Continuity Event – Any event that causes an organization to relocate its operations to an alternate or other continuity site to assure continuance of its essential functions.

Continuity Personnel – Those personnel, both senior and core, who provide the leadership advice, recommendations, and functional support necessary to continue essential operations

Delegation of Authority – Identification, by position, of the authorities for making policy determinations and decisions. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

Devolution – The capability to transfer statutory authority and responsibility for essential functions from an department’s primary operating staff and facilities to other employees in a different organizations and facilities, and to sustain that operational capability for an extended period.

Emergency Operations Center (EOC) – The location where emergency operations are coordinated from supporting the on-scene Incident Commander. It differs from a continuity facility.

Emergency Relocation Group (ERG) – A team that deploys to the alternate facility to perform essential functions.

Essential functions – The critical activities performed by organizations, especially after a disruption of normal activities.

Essential Records – Electronic and hardcopy documents, references, and records that are needed to support essential functions during a continuity situation. The two basic categories of Essential Records are (1) emergency operating records and (2) rights and interests records.

Interoperable Communications – Communications that provide the capability to perform essential functions, in conjunction with other organizations/entities, under all conditions.

Memorandum of Agreement/Memorandum of Understanding – Written agreement between organizations/agencies of tasks to be accomplished by one organization in support of the other.

Orders of Succession – Provisions for the assumption by individuals of organization senior leadership positions during an emergency in the event that any of those officials are unavailable to execute their legal duties.

Primary Operating Facility – The site of a department's normal, day-to-day operations. The location where the employee usually goes to work.

Recovery Time Objective (RTO) – The targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with an interruption to normal business.

Reconstitution – The process by which surviving and/or replacement organization personnel resume normal operations from the original or replacement primary operating facility.

Risk Analysis – The process by which risks are identified and evaluated.

Risk Assessment – The identification and assessment of hazards.

Risk Management – The process of identifying, controlling, and minimizing the impact of events whose consequences are or may be unknown; or, events that are fraught with uncertainty.

Testing, Training, and Exercises (TT&E) – Measures to ensure that an agency's COOP is capable of supporting the continued execution of the department's essential functions throughout the duration of a continuity situation.